Document Control Associate/Administrator

Background: Checkmate Pharmaceuticals, Inc. is a clinical stage company that is leveraging its expertise in the field of CpG oligonucleotides to discover and develop immunotherapies designed to increase the efficacy of existing immunotherapies and to provide new treatment options for patients and their healthcare providers. Checkmate's lead product candidate, CMP-001, is an investigational cancer immunotherapeutic that has been shown to reverse resistance to PD-1 therapy in some patients. Checkmate is a publicly held company headquartered in Cambridge, MA. Additional information regarding Checkmate is available at www.checkmatepharma.com.

Location: Cambridge, MA

Responsibilities may include:

- Act as site admin, manage and provide training for the electronic QMS, Document Management and Training quality systems across all GxP environments
- Direct liaison between departments and Quality to ensure adherence to document creation, modification, control, storage and retention requirements
- Develops and maintains templates and tools to facilitate documentation authorship
- Ensure documents meet formatting and template requirements, adhere to required review and approval requirements and support project timelines
- Ensures alignment between procedural changes, training strategy and training materials.
- Monitors and reports relevant quality system performance metrics
- Identifies and implements quality system improvements based on performance metrics and stakeholder feedback
- Ensures site document owners and authors are properly trained and are notified of substantial policy or procedural changes
- Create and revise training materials, training matrices and training roles as necessary
- Conduct routine audits of department operational processes and provide recommendations for improvement
- Builds and maintains good working relationships with internal partners.
- Performs other duties as assigned

Qualifications:

- Bachelor's Degree in Life Sciences field
- 4+ years QMS, Document Control and/or Training experience in an FDA regulated industry
- Experience in writing GMP standard operating procedures which adhere to regulatory requirement
- Moderate understanding of regulations governing document control and record management.

- Ability to effectively communicate (orally and written) with all levels of personnel at multiple company locations.
- Ability to work individually and in a team environment with minimal supervision.
- Excellent verbal and written communication and interpersonal skills
- Strong computer skills with the Microsoft Office Suite
- Must have experience with Veeva Vault system
- Ability to work independently and prioritize workload.

Candidates must be authorized to work in the U.S.
This is a full-time position and is eligible for company benefits.

Checkmate is an EEO employer

Send resumes to: careers@checkmatepharma.com