POLY-MED, INC.

Corporate Office:
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Anderson, SC 29625
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www.poly-med.com

Part A - General Position Information

Job Title:	Department Name:	Reports to:	FLSA Status:
Quality Specialist I	**Quality**	**Quality Engineer**	**Exempt**

Part B – Company Information

About Us:

Poly-Med is the leading developer of bioresorbable polymers and fibers. We help innovative medical device companies focused on improving patient outcomes. Poly-Med designs, develops and manufactures superior materials to get customer products to market in the most efficient manner with the greatest improvement to quality of life. Located in Anderson, South Carolina, Poly-Med, Inc. has been recognized as a leader in the industry for over 20 years. Poly-Med continues to grow in a multitude of medical device modalities. Our novel materials are key in actively enabling products ranging from vascular stents, hernia meshes, dental delivery systems, dental hygiene, and a variety of wound closure applications in the worldwide medical device market.

For additional information, visit our website at www.Poly-Med.com.

Our Team:

We employ a widely diverse team comprised of experts from material science, chemical engineering, mechanical engineering, bioengineering, biology, business marketing, and project management to create a work environment focused on solving tough medically related problems. Our team is energetic, resourceful, and, above all, collaborative. We are searching for like-minded talent to build on our success and continue our quest to improve patient outcomes through novel polymeric and drug delivery systems.

Part C - Position Information

Description:

This position is self-directed and is responsible for performing quality assurance tasks and activities with minimal guidance and supervision. This role is an Independent Contributor, and interaction is potentially with all levels of the organization. This position reports to either a Quality Engineer or Quality Manager.

Responsibilities:

- Support document management and maintenance, including ECO system, lab notebook management and document archiving.
- Responsible for training records management as needed.
- Performs basic clerical duties and environmental monitoring as required to ensure compliance to ISO and FDA.
- Seeks resolution to issues encountered during the course of routine quality duties
- Supports multiple aspects of compliance for the Quality System as needed

Required/Preferable Knowledge, Skills and Abilities:

- Familiarity with Microsoft Office Software (Microsoft Word, Excel, et. al.)
- Good work organizational skills
- Ability to assertively interact with people at all levels of the organization
- Good technical writing skills, grammar
- Ability to manage time and prioritize
- Ability to handle highly confidential business information
- Strong attention to detail
- Ability to think proactively

Education/Experience Requirements:

Required- Associate's Degree with 1-2 years' professional work experience
Preferred- Previous experience working in document control

Environmental Requirements:

- Must be able to adapt to multiple indoor work environments (shared office space, shared lab space and production areas).

Physical Requirements:

☒	Sitting
☒	Standing
☒	Walking
☐	Climbing/Balancing
☒	Reaching – with Arms and Hands
☐	Stooping/Kneeling/Crouching/Crawling
☒	Talking
☒	Hearing
☐	Feeling/Touching
☐	Vision – Close, Peripheral, Depth, Ability to Adjust Focus
☐	Other:

If you are interested in working with us, please email your resume; tell us a little about who you are and what makes you want to join our team to recruiting@poly-med.com.