

Laboratory Assistant (Full-time)

Responsibilities:

- Assist in the purchasing of laboratory supplies and maintenance of purchasing documentation.
- Assist in the maintenance of shipping and receiving documentation and updating of electronic records accordingly (using MS Access)
- Responsible for inventory of chemicals and lab supplies and organization of storage areas
- Responsible for glassware cleaning
- Assist in filing to maintain company archives
- Assist in equipment qualification program
- Adhere to all BRI quality policies and procedures as well as those prescribed under the US FDA and Health Canada HPFB regulations
- Other tasks as required

Qualifications:

- Strong written and verbal communication skills
- Active team player able to communicate effectively and tactfully with all co-workers
- Able to work well under pressure
- Competent and self motivated individual able to work independently
- Must have strong organization and multi-tasking abilities
- Proficient in MS Word and MS Excel - Experience with MS Access an asset
- Knowledge of US FDA as well as Health Canada HPFB GLP and cGMP regulations would be an asset
- Mature, responsible individual capable of logical thinking and problem solving.

To apply, please submit a current CV or resume to:

Human Resources
BRI Biopharmaceutical Research Inc.
101-8898 Heather Street
Vancouver, BC
Canada V6P 3S8

OR Fax: 604-432-9239