

This position is full time. Salary DOE with health and retirement benefits provided. Send resume, cover letter, and [job application](#) to Alturas Analytics, Inc., 1324 Alturas Drive, Moscow, ID, 83843, or email hr@alturasanalytics.com.

Job Title:

Validation/Lab Automation Associate

Position Summary:

The Validation/Lab Automation Associate provides support to Alturas Analytics in computerized system validation in order for software to be used in a regulated environment. This associate may provide support to the laboratory operations with scientific software at application level.

Essential Duties and Tasks:

- Works closely with scientists to understand scientific challenges, data needs, business needs, technology, and software requirements
- Develops user requirements for computerized systems based on vendor documentation and feedback from end users
- Assist the laboratory scientists and management with scientific application software and techniques for improving efficiencies.
- Responsible for creating, executing, maintaining, enhancing and supporting validation of programs that transfer data across multiple data management systems or operating systems; combines data from a variety of sources and structures
- Follows Alturas SOPs and industry standards for validation of computerized systems
- Helps draft and revise Alturas SOPs on validation of computerized systems
- Drafts end user training materials and scope, provides end user training, and documents training records

Additional Duties and Tasks:

- Investigates and develops proposals for current and future software to improve operational efficiency
- Escalates to vendor support or IT troubleshooting as appropriate
- Performs other duties as needed or assigned

Education and Experience Requirements:

- Bachelor's degree in science, information systems, computer science or related field
- 2-3 years of work experience
- An equivalent combination of education and experience may qualify the appropriate personnel for this position

Skills and Abilities Requirements:

- Excellent technical writing skills
- Willingness to learn and develop understanding of 21 CFR Part 11
- Skills with Microsoft Office products and Adobe Acrobat for word processing
- Good understanding of computer software
- Good knowledge of scientific instrumentation hardware and software
- Exemplary verbal and written communication skills
- Some knowledge of computer programming and logic
- Previous experience in a chemistry or bioanalytical laboratory testing facility is preferred

Physical Requirements:

- Must be able to alternate sitting and standing for up to 8 hours per day
- Must be able to sit in front of a computer monitor for up to 8 hours per day
- Position requires talking or hearing less than 1/3 of the time
- Position requires lifting up to 30 lbs. less than 1/3 of the time