

The validation process involves drafting testing plans for formally documented black box testing of computerized systems (software) and executing such plans to help Alturas Analytics achieve regulatory compliance. Attention to details is a must. 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 Associate

Position Summary:

The Validation Associate provides support to Alturas Analytics in computerized system validation. The Validation Associate may provide support to the laboratory operations with scientific software at application level.

Essential Duties and Tasks:

- Develops user requirements for computerized systems based on vendor documentation, feedback from end users and good understanding of end users' workflows, processes, and procedures
- Follows Alturas SOPs and industry standards for validation of computerized systems
- Drafts test protocol and scripts, validation plans, and validation summary reports
- Reviews, verifies, and executes test scripts
- Reviews and addresses execution findings
- Safe keeps validation related documents including Change Control forms
- Obtains signatures from reviewers and approvers and assembles validation package for archival
- Drafts end user training materials and scope, provides end user training, and documents training records
- Coordinates with IT, end users, QC, QA and TFM to determine release time of validated systems
- Works with Application Associate to understand Alturas' needs and priorities in computerized systems
- Helps draft and revise Alturas SOPs on validation of computerized systems

Additional Duties and Tasks:

- 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 or engineering
- 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
- Exemplary verbal and written communication skills
- Good understanding of 21 CFR Part 11 (can be obtained by on-the-job training)
- Skills with Microsoft Office products and Adobe Acrobat for word processing
- Good understanding of computer software
- Good knowledge of scientific instrumentation hardware and software is a plus
- 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