

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.

Alturas Analytics, Inc. is seeking a full-time detailed-oriented, **Computer Systems Validation Associate (technical writing emphasis)** working on-site in Moscow, Idaho.

Job Title:

Computer Systems Validation Associate

Position Summary:

Reporting to the Director of Information Technology, the **Computer Systems Validation Associate's** primary responsibility is drafting/writing plans to verify that computer systems meet end-users requirements for FDA compliance purposes. The successful applicant will have excellent skills in attention to detail, word processing (Microsoft Word and Adobe Acrobat) and will have a willingness to learn new systems occasionally. This is an entry-level position but there will be opportunities for on-the-job training, growth and promotion.

Of note, this position is distinct from software testing/quality assurance positions in the software engineering industry. The job does not involve debugging or use of issue tracking/project management systems in the software development industry, and does not require a sophisticated software engineering or IT background, although basic understanding of computer applications are essential.

Essential Duties and Tasks:

- Drafts test protocol and scripts, validation plans, and validation summary reports
- 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
- 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 Applications Associate to understand Alturas' needs and priorities in computerized systems
- Assists in drafting and revising 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, engineering or related field
- 0-3 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
- Excellent verbal and written communication skills
- Excellent skills with Microsoft Office products and Adobe Acrobat for word processing
- Good understanding of computer software/systems
- Good understanding of 21 CFR Part 11 (can be obtained by on-the-job training)
- Knowledge of scientific instrumentation hardware and software is a plus
- Previous experience in a chemistry or bioanalytical laboratory testing facility is a plus

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