

## Job Description

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|-------------------|---------------------|-----------------------|-----------------------------|
| <b>Job Title:</b> | Executive           |                       |                             |
| <b>Function:</b>  | Quality Assurance   | <b>Report to:</b>     | Manager - Quality Assurance |
| <b>Location:</b>  | Turbhe, Navi Mumbai | <b>Position Type:</b> | Full Time                   |

### About Yashraj Biotechnology Ltd:

Yashraj Biotechnology Ltd (YBL) is a research and innovation driven, UL registered and ISO 13485:2016, ISO 9001:2015 and ISO 45001:2018 certified company, established in 1999 at Navi Mumbai, Maharashtra, India. YBL also has offices in Germany, USA and South Korea.

### Our Vision:

Be the key player in Life Sciences – Diagnostics and drive innovation for making a Healthier World.

### Our Values:

- Commitment
- Consistency
- Fairness
- Innovation
- Responsible Business

**Website** – [www.yashraj.com](http://www.yashraj.com) - Visit our website, understand about our products.

**LinkedIn Profile** – [www.linkedin.com/company/yashraj-biotechnology-ltd/](http://www.linkedin.com/company/yashraj-biotechnology-ltd/)

### Roles and Responsibilities

- ❖ To own YBL Vision & Values.
- ❖ Review, prepare and maintain QMS documents (policies, SOPs, batch records, cell culture protocols)
- ❖ Ensure QMS documentation aligns with applicable regulatory standards, ISO 13485:2016, and ISO 9001:2015 requirements.
- ❖ Required Molecular Biology techniques (Cell Culture).
- ❖ Support internal, external, and regulatory audits by preparing and reviewing documentation, evidence, and compliance records.
- ❖ Track and support closure of audit findings through QMS processes (CAPA, change control).
- ❖ Maintain document control, version management, and approval workflows for QMS documents related to iPSC and cell line operations.
- ❖ Coordinate with R&D, Production, and QC teams to ensure effective implementation of QMS controls for cell culture and iPSC workflows.
- ❖ Ensure compliance with protocols for cell line handling, cryopreservation, thawing, banking, and stability testing.
- ❖ Assist in training personnel on QMS requirements and best practices for iPSC and cell line management.
- ❖ Any job activity assigned by HOD.
- ❖ Any other activities related to smooth functioning of YBL.

### Qualifications and Educational Requirement

- ❖ Graduate or Post Graduate degree in Life Sciences, Biotechnology, Biochemistry, Cell Biology, or related discipline.
- ❖ We are gender neutral.

## Desired Expectations

- ❖ Ensure accurate preparation, review, and maintenance of QMS documents applicable to cell line and iPSC processes.
- ❖ Maintain alignment of QMS processes with ISO 13485:2016, ISO 9001:2015, and internal compliance requirements.
- ❖ Provide timely and complete documentation support for audits, inspections, and internal quality checks.
- ❖ Maintain compliance, consistency, and traceability of records within the QMS.
- ❖ Coordinate with cross-functional teams (R&D, Production, QC) to support compliance objectives.
- ❖ Excellent relationship management skills, with the ability to engage and coordinate with stakeholders at all levels.
- ❖ Strong negotiation, communication, interpersonal, and influencing skills.
- ❖ Analytical thinking, problem-solving skills, and proactive approach to process improvements.
- ❖ Flexibility to adapt to changing priorities in a dynamic lab environment.
- ❖ Proficiency in Microsoft Office, Excel.

## Desired Qualities

- ❖ Strong attention to detail with a structured and compliance-focused mindset.
- ❖ Good understanding of QMS principles and basic regulatory concepts for cell culture/ iPSC operations.
- ❖ Strong documentation, review, and record management skills.
- ❖ Ability to work independently while following defined processes and timelines.
- ❖ Clear communication and coordination skills across cross-functional teams.
- ❖ Flexibility and adaptability.
- ❖ Team player with analytical and problem-solving skills.

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| <b>Compensation</b> | Compensation and other perquisites would not be a constraint for the right candidate |
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| <b>Email Id</b> | <a href="mailto:career.ybl@yashraj.com">career.ybl@yashraj.com</a> |
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