

Job Description			
Job Title:	Executive		
Function:	Quality Assurance	Report to:	Manager – Quality Assurance
Location:	Turbhe, Navi Mumbai	Position Type:	Full Time
About Yashraj Biotechnology Ltd:			
<p>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.</p> <p>Our Vision: Be the key player in Life Sciences – Diagnostics and drive innovation for making a Healthier World.</p> <p>Our Values:</p> <ul style="list-style-type: none"> • Commitment • Consistency • Fairness • Innovation • Responsible Business <p>Website – www.yashraj.com - Visit our website, understand about our products. LinkedIn Profile - www.linkedin.com/company/yashraj-biotechnology-ltd/</p>			
Roles and Responsibilities			
<ul style="list-style-type: none"> ❖ 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			
<ul style="list-style-type: none"> ❖ Graduate or Post Graduate degree in Life Sciences, Biotechnology, Biochemistry, Cell Biology, or related discipline. ❖ We are gender neutral. 			

Desired Expectations	
<ul style="list-style-type: none"> ❖ 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	
<ul style="list-style-type: none"> ❖ 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. 	
Compensation	Compensation and other perquisites would not be a constraint for the right candidate
Email Id	career.ybl@yashraj.com