



About Lateam Partners

Lateam Partners is a premier recruitment agency specializing in hiring top **English-speaking** talent in **Latin America** for U.S.-based companies. We connect skilled professionals with dynamic opportunities, offering competitive salaries, career growth, and the chance to work with leading international businesses.

By joining Lateam Partners, you gain access to **exciting remote roles, a supportive work culture, and ongoing professional development**. We pride ourselves on matching top-tier talent with high-quality employers, ensuring a rewarding experience for both candidates and clients.

If you're looking to advance your career with **a stable, well-paid, and growth-oriented opportunity**, apply today and become part of our thriving network!

www.lateampartners.com

Job Title

Process and Quality Analyst

Location

Remote

Client

Undisclosed

Responsibilities

- To support the Engineering and Quality function in the following areas:
- Creation and review of various Design Control Documents in the QMS process
- Creation and review of Engineering Change Requests (ECRs)
- Drafting various reports (test, verification, complaint/CAPA etc.)
- Conversion of Design Control documentation from Development to Production revisions
- Support creation of Label Artwork for Product Pouches, Inner Boxes and Cartons

Qualification

- Fast learner: able to review previous project executions and to replicate in a timely and accurate manner for future efforts
- Strong organizational skills and attention to detail required; maintain accuracy for all documents as well as between all Design Control document references, revisions and ECR numbers
- Ability to multitask in a fast-moving environment
- Ability to train and adhere to the company Quality Management Process (QMS)
- Working knowledge of Adobe Pro (PDF creation, PDF editing, adding signatures etc.).
- Ability to use Microsoft products; Word, Excel, PowerPoint, Publisher
- Excellent verbal and written communication skills
- Good communicator and collaborator
- Ability to deal with ambiguity/uncertainty and a willingness to try new/challenging things.

Apply to this position

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