



CHURCH & DWIGHT CANADA

5485 Ferrier Street, Montreal, QC, H4P 1M6

Manager, Quality Assurance & Compliance

THE COMPANY:

Church & Dwight Canada is a CPG company with over 30 leading brands in the Household, OTC, and Personal Care and Sexual Health categories. Most of its brands occupy a #1 or #2 share position. Its signature brand is the Arm & Hammer family of products that includes baking soda, laundry, dental care, cat litter, carpet deodorizers and deodorants.

Other well established, high performing Church & Dwight brands include OxiClean, First Response, Trojan, Batiste, Nair, Gravol, Rub A535 and L'il Critters & Vitafusion VMS. The company most recently bolstered its brand roster with the acquisition of brands such as Viviscal, Anusol and Waterpik augmenting portfolios within Personal Care and Health & Well Being segments respectively.

REPORTS TO:

Director, Quality & Regulatory Affairs, Church & Dwight Canada Corp.

OF DIRECT REPORTS: 5

OVERVIEW:

The incumbents is responsible for the management of the Quality Assurance and Compliance teams and for the full range of Compliance to cGMP activities under which products are distributed in Canada / foreign countries.

RESPONSIBILITIES:

- Manages the Operational Quality and Compliance teams and activities associated with Quality Assurance as defined by Canadian and American cGMP for drugs, OTC products, natural health products and medical devices, including but not limited to:
 - product releases, deviations & CAPA, documentation system (standard operating procedures and change control), complaints, APQR, suppliers and contract manufacturers, internal audits and product returns
- Oversees implementation of Regulatory Authorities regulations, Church & Dwight Corp. policies and local standard operating procedures throughout the Canadian regulated activities
- Assures quality and GMP compliance of C&D Canada QMS. Provides direction and manages compliance efforts using a risk based approach. Monitors, tracks and trends issues, follow-up on actions and CAPA
- Manages external audits from health authorities and certification bodies, assisting in communications with auditors and following related corrective actions
- Gathers data, defines and generates KPIs related to site Quality and Compliance activities, performs trends analysis, proposing solutions to improve Quality Systems
- Manages the risk assessment process of the plant

- Performs and communicates risk assessments (i.e. potential recalls) and regulatory updates
- Directs, trains, mentors and develops the AQ team; periodically reviews direct reports' performance with regards to the achievement of annual objectives and KPIs
- Works in collaboration with Global Quality to harmonize best practices, where possible
- Participates in Global Quality meetings
- Writes / revises and/or approves controlled documents
- Ensures training on General GMP's and Quality SOP's
- Supports the Director, Quality & Regulatory Affairs, acts as delegate when necessary

QUALIFICATIONS

- Canadian University Degree in Chemistry, Biochemistry and/or relevant disciplines (i.e. Life Sciences) or a degree recognized as equivalent by a Canadian University
- Minimum of 7 years of experience in Quality Assurance and Compliance of a Pharmaceutical or related industry, including a minimum of five (5) years in a people management role
- Experience in dealing with Regulatory Authorities and certification bodies
- Excellent knowledge of the Canadian Regulatory requirements; knowledge of FDA and ISO 13485 is an asset
- Excellent planning, organizational and communication skills, combined with a confident ability to work independently with minimum supervision
- Proven record and sound of judgment
- Excellent verbal and written communication skills
- Computer literacy (Microsoft Office, Solabs and SAP environment)
- Bilingualism, French and English (oral and written)