

Job Description		Ad No:	03 / 14	Rev #	1.2	 AQUABIO TECH GROUP
Prepared By:	MLS / SAH	Implementation Date:		0 – 3 months		
Approved By:	LCD	Last Revision Date:		28 - May - 14		<small>SAH - E:\ABTG-Documents-SAHA\ABTG File\ABT Admin Files\Advertising\Job Adverts\ABTG-QAQCStandards&Doc-28-Apr- 14.docx</small>

QA / QC, Standards and Documentation coordinator

Duration:	Four (4) years, fixed term
Position:	Coordinator
Salary:	To be determined
Experience:	Essential, but for someone very dynamic and looking to move on from an initial job
Background:	Ideally from a Biological laboratory area
Nationality:	EU National Only
Short List:	None yet

Immediate Vacancy

Company Overview

The **AquaBioTech Group** is an international aquatic consulting, development and research / testing company, strategically located on the island of Malta, in the very centre of the Mediterranean. The **AquaBioTech Group** undertakes a variety of aquaculture, fisheries, aquatic, marine, environmental and various research, development and innovation projects. The company operates globally and has clients and project in over fifty-five (55) countries, and extensive experience in EU funded research projects.

ABT Innovia is an independent division of the **AquaBioTech Group** working as the company's research and development, innovation and testing facility / laboratories, but with the majority of works undertaken now for third-party clients. The licenced and biosecure aquatic research facility offers standardised and tailor made aquatic ecotoxicology and aquaculture research for our international clients. As part of **ABT Innovia's** continued expansion we are seeking to recruit a person with experience in the field of: **QA / QC, Standards and Documentation coordination.**

We are seeking an experienced person with knowledge of laboratory quality management and quality assurance procedures. The selected candidate must possess strong organisation and time keeping skills in order to adhere to the company's deadlines.

The main roles we foresee this position covering are as follows:

1. **Aquatic Vaccines, Fish health and functional feeds**

The company's R&D department is heavily involved in the research, testing and development and documentation of various aquatic health and nutrition products for a large number of international clients.

As part of our own internal development and as a reporting requirement for some of the work we undertake we require the selected candidate to work towards the Development of GMP and GLP procedures and oversee the training of staff members in all of the procedures.

2. **Aquatic Ecotoxicology**

The company's R&D department is involved in the research, testing and development and documentation of various products with a focus on aquatic ecotoxicology. Within this arena, there are also focuses on areas such as vetriceutical products, anti-fouling products, plastics and pharmaceuticals in aquatic environments.

As part of our operational and reporting requirements for some of the work we undertake we require the selected candidate to work towards the Development Developing and documenting GLP procedures and overseeing training staff members in all the procedures, together with ISO, ASTM and OECD standards. The company also seeks to have a number of procedures GLP accredited in the very near future.

3. **Engineering**

The company has an established design and engineering department that is involved in a number of global projects at any one time and this area of work is expected to continue to grow. With this growth is the requirement to ensure that standards are developed, defined and enforced and quality is maintained throughout. The procurement of goods and services and the manufacture of customised equipment is at a scale that requires constant vigilance so as to ensure project budgets, deadlines and quality standards are achieved. Within this arena,

there are also focuses on areas such as producing specifications and standards for project Bill of Quantities (BoQ) and procurement management.

4. **Corporate Level**

Organise the company's corporate approach to the implementation of ISO9000, ISO14000, ISO18001 standards, amongst others and advise on whether external accreditation is required. There will also be the need to organise and coordinate internal and external training and formulate methods for internal evaluations in conjunction with Human Resources (HR).

The **AquaBioTech Group** operates a diverse business portfolio and anticipates other opportunities into which the successful candidate may expand their portfolio over time, including, *but not limited to*, supervising junior members of staff and/or interns etc.. The position is a demanding one requiring a person who is highly motivated, team-work driven and has a strong work ethic.

Qualifications overview

The successful candidate should have a good background in laboratory sciences / marine biology / aquaculture and experience in coordinating trials. Ideally, the person should have an M.Sc level of education with at least two (2) years of industry experience or industry related cooperation. Familiarity with a wide range of aquatic ecotoxicology models and species, as well as good statistics skills will be considered assets.

The selected candidate will have to be a good communicator, capable of speaking, reading and writing English fluently. Knowledge of any other languages would be considered an asset although not essential.

The selected candidate must have a clear **EU passport** with no travel restriction or legal convictions. Applicants must be prepared to travel on short trips as part of assignments the company is awarded.

Financial package

The position is initially for a fixed term contract of four (4) years, but there will be the option to renew for an additional period. The wage package offered for this position will depend upon the level of experience that the candidate brings to the company, but will be relevant

to the typical wage structure offered in Malta. There will be the opportunity for the candidate to earn bonuses that are project specific, individual performance specific and company performance bonuses that are dependent upon the company as a whole.

Further information about the **AquaBioTech Group** and the services we offer our clients can be viewed at www.aquabt.com.

Applicants are kindly requested to send a full CV in the ABTG Europass format (available at www.aquabt.com/careers) including a passport photograph to admin@aquabt.com.

ONLY applications received in ABTG Europass format will be considered.

ONLY applications called for interview will be contacted.