Quality Manager

Job Overview

Ceres Nanosciences is seeking a Quality Manager to lead quality assurance and quality control activities supporting our sample preparation and enrichment products. This hands-on leader will manage the QC team, maintain and improve our ISO 9001:2015-certified quality management system (QMS), and work across Manufacturing, Product Development, and other departments to ensure consistent product quality.

The Quality Manager will translate quality requirements into practical processes, support timely product release, and provide senior management with clear recommendations on quality risks, resources, and improvement priorities.

Key Responsibilities

Quality Leadership and Team Management

- Lead, mentor, and train QC and QA resources; establish priorities, assign responsibilities, and develop technical and quality competencies.
- Plan QC workload with Manufacturing to support production schedules while maintaining testing requirements and documentation standards.
- Provide guidance to department leaders on their QMS responsibilities, escalate quality concerns, and recommend actions to senior management.

Quality Management System and Audit Readiness

- Maintain and continually improve the QMS, including controlled procedures, forms, quality records, and employee training documentation.
- Coordinate document review and approval, change control, and implementation of updated procedures across departments.
- Plan and lead the annual internal audit program, coordinate qualified auditors, track findings, and verify completion of corrective actions.
- Coordinate external certification and customer audits, prepare supporting records, and manage responses and follow-up actions.
- Prepare quality metrics and management review inputs, including trends in product quality, complaints, nonconformances, and corrective action effectiveness.

Quality Control and Product Release

- Oversee incoming material, in-process, and finished product QC testing, including review of results against approved specifications and acceptance criteria.
- Review batch and QC records for completeness, accuracy, and traceability; approve product disposition within assigned authority and escalate unresolved quality concerns.
- Ensure nonconforming materials and products are identified and controlled to prevent unintended use or release.
- Maintain readiness of QC equipment, reference materials, and reagents, including calibration, maintenance, and qualification records as applicable.
- Perform routine QC testing and troubleshooting when needed to support the team.

Investigations and Continuous Improvement

- Manage nonconformance reports (NCRs), deviations, and corrective and preventive actions (CAPAs), including root cause analysis, action tracking, and effectiveness checks.
- Partner with Manufacturing and Product Development to investigate failed tests, process variability, and product quality issues.
- Coordinate investigation of customer complaints with relevant teams and ensure findings and actions are documented.
- Use quality data to prioritize improvements that reduce recurring failures, improve consistency, and support efficient operations.
- Support supplier qualification and evaluation, including review of supplier quality concerns and corrective actions.

Product Development and Method Transfer

- Work with the Director of Product Development and technical teams to establish QC methods, reference materials, and acceptance criteria for new and updated products.
- Support method qualification or validation, as appropriate, and transfer of QC methods into routine use with documented training and performance expectations.
- Review quality impacts of proposed changes to materials, manufacturing processes, test methods, and specifications.
- Take on additional quality and operational responsibilities as business needs evolve.

Required Credentials and Attributes

- Bachelor's degree or higher in biology, chemistry, engineering, or a related scientific discipline.
- At least four years of quality management experience in an ISO-certified or regulated laboratory or manufacturing environment.
- Working knowledge of QMS processes, including document control, nonconformance management, root cause analysis, and corrective actions.
- Strong technical writing skills and the ability to review scientific data and translate findings into clear procedures and decisions.
- Ability to organize competing priorities, independently research quality issues, and carry solutions through to completion.
- Clear, assertive, and constructive communication with scientists, operational teams, and senior management.
- Proficiency with Microsoft Office; careful attention to detail, sound judgment, and dependable follow-through.

Desired Credentials

- Experience managing and developing a scientific team and overseeing laboratory QC testing.
- Experience leading internal audits and supporting ISO certification, surveillance, or customer audits.
- Experience with biological reagents, sample preparation products, or molecular assay workflows.
- Experience developing QC methods, establishing acceptance criteria, and transferring methods into routine testing.
- Experience with electronic QMS software, supplier quality, and analysis of quality performance trends.

How to Apply

Interested candidates should email a cover letter and CV to jobs@ceresnano.com.