



Immatics US, based in Houston, Texas, is a highly innovative biopharmaceutical company developing adoptive cellular immunotherapies against novel cancer targets. For additional information about Immatics, please visit our website www.immatics.com. We are currently seeking applicants for the following position:

Quality Assurance Specialist

Reporting to the Senior Manager QA, the QA Specialist is responsible for assuring ongoing compliance with quality and industry regulatory requirements through performance of internal audits; establishment, maintenance and monitoring of processes related to Controlled Documents including SOPs, Batch Records, and Test Records; Batch Record preparation, issuance, and verification as well as official batch release.

Essential Job Functions

- Maintain equipment logs and files
- Track In-Process and Final Release Controls
- Conduct Internal audits and provide final audit report
- Review, approve, and track closure of deviations and non-conformances
- Disseminate appropriate training
- Maintain SDS, CoA, CoC, chemical lists, etc.
- Maintain records for new employee CVs, job descriptions and conduct initial hire training
- Attend biweekly QA meeting with external manufacturing partners
- Draft, revise, review, and release SOPs and BRs
- Provide support for the Investigation and Recall of non-conforming materials
- Perform Batch Record preparation, issuance, and verification
- Issuance of Controlled Labels and Forms
- Fill in for Senior Manager QA/QC in case of absence
- Performs all other duties as assigned

Minimum Required Education, Experience & Skills

- Bachelor's Degree in a biological or quality-related discipline. Four additional years of experience may be substituted in lieu of degree.
- Minimum of two years experience in quality assurance in a pharmaceutical company.
- Knowledge of Microsoft Office to include Word, Excel, PowerPoint and Outlook

Please submit resume and cover letter to HR-US@immatics.com