



An industry leader for high-tech, automated, environmentally controlled greenhouses, ALPS provides turn-key solutions for facility design, engineering, construction, support, maintenance, security, cultivation and genetics. ALPS also provides consulting and assistance with meeting GACP cultivation and EU GMP certification requirements.

COMPLIANCE SPECIALIST II

ALPS Inc. is looking for a **Compliance Specialist II** to work within a cooperative team of professionals to develop Quality Assurance, Compliance, and Standard Operating Procedure (SOP) documentation. Reporting to the Document Control Manager, this Specialist will be responsible for, but not limited to, the following:

MAIN RESPONSIBILITIES

- Lead the development of SOPs and supporting documentation to improve client regulatory compliance
- Participate in assessing client needs and tailor SOPs to specific client function
- Assist in the development of document control practices for client management of SOPs and subsequent documentation
- Assist in the development and delivery of a “train the trainer” approach to client support
- Stay abreast of new developments in food and cannabis regulation
- Participate in GMP and compliance audit assessments for clients per local regulation and/or business requirements to determine gaps and opportunities
- Communicate the value of compliance and SOPs to clients

KNOWLEDGE, SKILLS AND ABILITIES

- Working knowledge of GMP, FDA regulated environments and audit exposure
- Above average knowledge of Microsoft Office (i.e. Word, Excel, Outlook, etc.)
- Ability to establish excellent business relationships with key suppliers, clients, business associates and stakeholders
- Ability to prioritize tasks and use time effectively to set action plans to achieve business targets
- Ability to create a positive, safe and productive team atmosphere
- Experience at responding to complex and stressful situations and resolving issues positively
- Able to follow and uphold standard operating procedures precisely and consistently and identify opportunities for continuous improvement

EXPERIENCE AND EDUCATION

- Bachelor's Degree (preferably in technical or scientific field e.g. engineering, medical, biology, chemistry) or equivalent education, training and experience
- Strong knowledge of Food Safety or Pharma regulations under CFIA, ACMPR, FDA, or EU GMP



- 3-5 years' experience in a Quality or Regulatory role, specifically in Quality System Documentation

Interested candidates are encouraged to apply with their cover letter and resume to: hr@alpsmj.com. We would like to thank all applicants for their interest but only those selected for an interview will be contacted.

ALPS Inc. is an Equal Opportunity Employer. We are committed to doing business inclusively and accommodate applicants with disabilities. If you require accommodation throughout the recruitment and selection process, please contact our Human Resources Team.