



Capricor Therapeutics, Inc. (NASDAQ: CAPR) is a Los Angeles, CA based cutting-edge biotech company focused on the discovery and development of novel cell and exosome-based therapeutics for the treatment and prevention of a variety of diseases and disorders. Capricor's lead product candidate, allogeneic Cardiosphere-Derived Cells (CDCs), known as CAP-1002, is being investigated as a treatment for Duchenne muscular dystrophy and COVID-19. In addition, the Company is conducting research and development on its exosomes platform technology for a variety of indications. In response to a global pandemic, our team is currently applying its technologies to deploy a novel vaccination approach against COVID-19. Capricor offers exciting opportunities and invites qualified professionals to join our expanding team. Capricor provides competitive compensation and benefits packages.

**Position:** Quality Associate / Quality Specialist

Capricor is seeking a self-motivated team player with attention to detail, who enjoys organizing, making processes better, and making a difference in patient lives. The successful candidate will serve an essential role in supporting clinical product launch and production. This includes batch record review, deviation investigation, label issuance, and word processing, tracking, issuing, distributing, and archiving companywide GLP / GCP / GMP controlled documentation, training, and facility support systems.

Knowledge of standard processes involved in document control and experience in an FDA regulated environment is required. The position will report to the Director of Quality.

**Responsibilities:**

- Support clinical product manufacturing by batch record review, label printing, product packaging, and shipping
- Conduct or coordinate deviation investigations, corrective and preventative actions (CAPA), change controls, company-wide training, and internal audits. Write associated reports
- Process controlled documentation through the GxP (GLP / GCP / GMP) documentation system, including but not limited to word processing, tracking, issuing, distributing, and archiving, utilizing manual or an electronic document management system
- Coordinate / track / archive: controlled records (i.e., batch / test records, logbooks, validation documents, labels, reports, forms, etc) for change controls, deviations, CAPAs, audits, training, equipment calibration and preventative maintenance
- Write and/or review policies, standards, procedures and work instructions to document Quality documentation processes and practices
- Support supplier and material management, including ordering, incoming receipt, record keeping etc.
- Inventory database management including accurate and timely updating of lot numbers and quantities
- Collaborate on development / improvement and implementation of material, facility and quality management systems
- Other required duties as may be assigned

**Requirements:**

- Bachelor's Degree. 3+ years-experience (at least some in a cGMP environment)
- Experience in Aseptic Processing a plus
- Precise attention to detail



- Excellent record keeping skills
- Strong, demonstrable computer skills in MS Word, Excel, Visio, Access; Adobe suite; and database systems
- Good oral communication skills, strong written communication skills
- Familiar with Quality Systems and records management in a cGMP environment.
- Strong problem-solving skills
- Ability to coordinate and perform multiple activities
- Results oriented with dedication to compliance and customer service
- Strong initiative and follow-through
- Comfortable working in a fast paced and dynamic environment.

**Work Environment / Physical Demands:**

- Must be able to sit and stand for extended periods
- Must be able to lift / carry reports and materials up to 40 pounds, move about the office, communicate efficiently and effectively on the telephone or in person, and complete required paperwork
- Able to fully gown and work in a manufacturing area

Applicants should submit their resume to [careers@capricor.com](mailto:careers@capricor.com).