



Evofem Biosciences, Inc., (NASDAQ: EVFM) is a commercial-stage biopharmaceutical company committed to developing and commercializing innovative products to address unmet needs in women's sexual and reproductive health. Evofem Biosciences aims to advance the lives of women by developing innovative solutions, such as woman-controlled contraception and potential protection from certain sexually transmitted infections (STIs). The Company's first commercial product, Phexxi™ (lactic acid, citric acid and potassium bitartrate), is approved in the United States for the prevention of pregnancy. The Company is advancing EVO100 for the prevention of urogenital transmission of both Chlamydia trachomatis infection (chlamydia) and Neisseria gonorrhoeae infection (gonorrhea) in women.

We are a growing team based in San Diego, CA. Our sole purpose is also our soul purpose: to improve the lives of women. We are committed to discovering and developing innovative healthcare solutions that put women first.

Document Control Archivist

Job Summary:

This position will be responsible for working in the documentation control group performing the function of archiving, inventory and managing company GxP records within the Veeva Vault document control software. Will work within the system to assist in training and document control process.

Job Responsibilities:

The position will encompass various tasks including but not limited to the following:

- Manage and maintain all controlled company documents.
- Manage document identification, classification, and filing (paper and electronic).
- Assist with communication during external audits.
- Train employees in the company's controlled document processes to ensure correct handling of documents from the ground up.
- Assist in creating document filing and organizing systems that are both effective and efficient.
- Ensure proper organization and security of documents (paper and electronic).
- Track document requests and help retrieve documents as needed for employees.

- Confirm delivery of documents to proper personnel.
- Work within the Veeva vault QMS systems.
- Collaborate and communicate with managers and project leaders.

Competencies:

- Detail-oriented, extremely organized and efficient.
- Strong oral and written communication skills.
- Archival experience in regulated environment.
- Proficient in MS Office and Good Documentation Practices.
- Experience with document management software (e.g., LIMS, Veeva) is a plus.
- Ability to work effectively independently and in team environments.
- Ability to work in a fast-paced environment.
- Demonstrated ability to manage multiple completing tasks and demands.
- Ability to work independently, take initiative and complete tasks to deadlines.

Supervisory Responsibility:

- None.

Education and Qualifications:

- Associate/Diploma or minimum of 2 years of experience in a regulated industry required.
- Proficiency in Microsoft Word, including editing, formatting, utilizing templates, creating forms and embedding hyperlinks, and basic experience and competency with Excel and Adobe Acrobat Professional is a plus.
- Experience in working within document control systems is preferred.
- Experience with Electronic Document and Quality Management Systems preferred.

Travel:

- Minimal.

Evofem Biosciences provides a competitive salary and generous benefits package including medical, dental, vision coverage, 401k, paid vacation and Holidays.

Evofem Biosciences is an Equal Opportunity Employer

No agencies please