

# IMPLEMENTATION CONSULTANT – QMS

## ABOUT US:

Intellect is a world leader in Business Applications, Workflow Management and QMS Software. We empower business leaders to innovate. Our award winning software, pre-built applications and advanced, configurable digital solutions allow business leaders to automate and centralize management of Quality Control, Regulatory Compliance, Operations and overall Process Improvement within departments, services, organizations, and throughout enterprises. Our clients range from mid-sized organizations to Fortune 500 companies, and include companies such as Intel, Marriott, Stryker, Thermo Fisher Scientific, and many other Enterprise and Global Companies.

Our drag and drop technology allows users to create simple to mission-critical apps, without the need for programming. Intellect's Accelerate Platform and pre-built IQ apps offer the industry's most intuitive solution for connecting data, people and processes. Our QMS Product Suite Software allows businesses to improve quality, safety and ensure compliance. Intellect business apps can be deployed on the web and as a native mobile app in minutes on any iOS and Android device.

To learn more on how Intellect can help your business please visit [www.intellect.com](http://www.intellect.com)

## JOB SUMMARY:

The Implementation Consultant will perform software and system implementation and configuration, provide best practice consulting, training, and software validation guidance for customers. They will provide thorough post client documentation and ensure successful implementations. Computer literacy skills, continuing knowledge of software revision changes and attention to detail are critical skills for the role. The Implementation Consultant will provide clients with product knowledge and expertise, software validation expertise and working knowledge of regulatory requirements. The Implementation Manager works in a fast-paced team environment to provide high quality services to a broad customer base.

## ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist customers in configuration of electronic quality management system
- Provide customers with best practice consultation for implementation of quality systems
- Educate customers in the implementation and application of company products
- Guidance and preparation of validation documentation and execution practices
- Working knowledge of industry regulations
- Internal documentation, post client documentation
- Communicate findings from fieldwork back to the appropriate team members
- Create and maintain strong working relationships with customers
- Other duties as needed

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to communicate effectively in writing, in person, over the telephone and in e-mail
- Ability to successfully operate a laptop computer, MS Office Suite products and develop effective reports when called upon.
- Ability to continually learn and grasp new terminology, application revision changes and industry changes
- Excellent communication, organization, and interpersonal skills.
- Analytical and problem solving skills
- Thorough understanding of a manufacturing environment with capability to conceptualize document solutions
- Proven success working in a dynamic, fast-paced team environment with tight deadlines
- Mastery of planning, coordination, and task prioritization skills
- Passion for Customer Service

## **EDUCATION AND TRAINING:**

- BS/MS Business/Science
- ASQ or equivalent certification preferred
- Life Sciences and/or Research experience preferred
- **Working knowledge of Industry standard Quality Management Software required**
- Ability to work non-standard hours
- Up to 50% travel may be required

**Only applicants within the greater Los Angeles area will be considered.**

**Interested applicants should submit Cover Letter and Resume to**  
[jidevera@intellect.com](mailto:jidevera@intellect.com)