

**Regulatory/Consumer/Legal Affairs  
position available in the  
San Fernando Valley**



**This job is responsible for establishing systems macros and database for creating technical documents. Maintains master formulas and other technical documentation associated with Good Manufacturing Practices (GMP) compliance.**

**Requires a high school diploma or its equivalent. Two years college with science courses preferred.**

**Requires 1-3 years experience in an office environment using document management skills including typing, maintenance and review of technical documents associated with medical/healthcare profession, chemical industry or manufacture of consumer related products.**

**Requires understanding of technical terminology associated with the medical/healthcare profession, chemical industry or manufacture of consumer products is required. Experience with GMP's, pharmaceutical and/or nutritional experience preferred.**

**Requires working knowledge of computers. Requires proficiency with Microsoft Word and Excel.**

**If you are interested in this position please email your resume to [yrojo@goodwillsocal.org](mailto:yrojo@goodwillsocal.org)**