

Title	Quality Assurance-Document Control Intern
Position	We are looking for a Quality Assurance-Document Control Intern to contribute to the Akston Biosciences QA team by assisting with documentation management activities, logbook management to support our GMP manufacturing facility and Quality Control lab, and performing data analysis/trending of quality metrics.
Company	Akston Biosciences is developing and manufacturing new classes of biologics using our novel fusion protein platform. We have built a diverse pipeline of therapeutic candidates including a clinical stage COVID-19 vaccine, ultra-long-acting insulins and autoimmune disease therapies.
Qualifications	<ul style="list-style-type: none">• Candidates should be enrolled in an undergraduate (preferably Junior or Senior year) or graduate degree.• Good oral and written communication skills.• Strong organizational skills and attention to detail.• Proficiency with Microsoft Office (Word, Excel, PowerPoint).• Must be capable of multi-tasking and working in a fast-paced environment.
Primary Duties	<ul style="list-style-type: none">• Assist in the document management activities including document filing, organization, scanning, archiving and retrieval of requested documentation.• Assist in logbook management activities including organization, review and reconciliation of logbooks in conformance with regulatory requirements and Akston's internal procedures related to the GxP activities.• Gather, summarize, and track/trend information in trackers for quality metrics.• Identify and reduce gaps in the document management system.• Upload quality documents to secure document repositories as assigned; assist with migration projects to electronic Quality Management System.
Compensation	We offer our interns competitive compensation and paid holiday/sick time.
Other	Must live within commuting distance of Beverly, MA
Contact	Candidates should send resume and cover letter to careers@akstonbio.com