

Sequence Career Path and General Job Descriptions

Sr. Manager

Responsibilities:

- Maintaining and developing the relationship between clients and Sequence, Inc.
- Developing relationships with potential new clients and/or sites/departments of existing clients.
- Performing day-to-day management of Sequence employees and/or managers, as needed.
- Communicating any potential new business leads to the appropriate business unit representative and Sequence business development.
- Working with business development in pursuit of new business opportunities
- Addressing new projects or other events within their business unit or clients that may affect our business relationship either positively or negatively.
- Providing project management/oversight to ongoing client projects within their respective division.
- Ensuring that their respective business units and consultants are providing top-level quality and compliance services to clients.
- Reviewing and approving timesheets.
- Developing and delivering formal and informal training for consultants within their business unit.
- Performing annual reviews for managers and/or consultants within their business unit.

Minimum Requirements include:

- Advanced understanding of the Validation Lifecycle
- Advanced Understanding of Regulatory Compliance and Quality Assurance within regulated industries
- Advanced understanding of business processes as applicable to area of expertise
- Experienced in developing and managing relationships with clients in a consulting capacity
- Ability to apply knowledge in training of other consultants
- Advanced knowledge of GxP, GAMP, CFR's as they apply across multiple regulated industries
- Experienced in applying SOPs, work instructions and regulatory requirements to the Systems Validation and Quality project management

Preferred Experience Level:

- BS or MS in computer science, life sciences, engineering or equivalent work experience
- 12+ years experience in regulated industries with at least 7 years in Quality and Compliance related roles
- 7+ years work experience in a consulting capacity
- 5+ years experience in a supervisory/management role

Compensation Range: \$90,000 – 150,000*

*Compensation including Annual Salary/Rate, Incentive Pay, Bonus. Expenses, 401(k) Match, OT, PTO, etc. are not included.

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Manager

Responsibilities:

- Maintaining the relationship between clients and Sequence, Inc.
- Performing day-to-day management of Sequence employees, as needed.
- Communicating any potential new business leads to the appropriate business unit representative and Sequence business development.
- Working with business development in pursuit of new business opportunities
- Communicating with senior management on new projects or other events within their business unit or clients that may affect our business relationship either positively or negatively.
- Providing project management/oversight to ongoing client projects within their respective division.
- Developing and maintaining relationships with key stakeholders at their respective clients.
- Ensuring that their respective business units are providing top-level quality and compliance services to clients.
- Reviewing and approving timesheets.
- Delivering formal and informal training for consultants within their business unit.
- Performing annual reviews for consultants within their business unit.

Minimum Requirements include:

- Complete understanding of the Validation Lifecycle
- Understanding of Regulatory Compliance and Quality Assurance within regulated industries
- Complete understanding of business processes as applicable to area of expertise
- Ability to manage relationships with clients in a consulting capacity
- Complete knowledge of GxP, GAMP, CFR's
- Experienced in applying SOPs, work instructions and regulatory requirements to the Systems Validation and Quality project management

Preferred Experience Level:

- BS or MS in computer science, life sciences, engineering or equivalent work experience
- 10+ years experience in regulated industries with at least 5 years in Quality and Compliance related roles
- 5+ years work experience in a consulting capacity
- 3+ years experience in a supervisory/management role

Compensation Range: \$85,000 – 140,000*

*Compensation including Annual Salary/Rate, Incentive Pay, Bonus. Expenses, 401(k) Match, OT, PTO, etc. are not included.

Sequence Career Path and General Job Descriptions

Principal Consultant

Responsibilities:

- Lead client projects of moderate to high complexity
- Provide high level project management services to clients
- Providing team leadership on project teams and within respective business units
- Ensure that project teams are providing top-level quality and compliance services to their client, including:
 - providing high-quality deliverables
 - meeting requested timelines
 - identifying process improvements
 - having a positive attitude
- Ensuring a positive business relationship is maintained with the client where they are assigned.
- Act as Site Lead or client relationship manager at respective clients
- Developing and maintaining relationships with key stakeholders at their respective clients.
- Communicating any potential new business leads with their client to the appropriate manager.
- Providing leadership on quality and compliance and/or other technical issues, both to their clients/projects and other Sequence consultants within their team or business unit.
- Delivering formal and informal training for consultants within their team and/or business unit.
- Reviewing and approving timesheets for consultants on their respective teams and/or client sites, as needed.
- Participating in training opportunities provided by Sequence.

Minimum Requirements include:

- Project Management/Leadership experience
- Complete understanding of the Validation Lifecycle
- Understanding of Regulatory Compliance and Quality Assurance within regulated industries
- Understanding of business processes as applicable to area of expertise
- Complete knowledge of GxP, GAMP, CFR's
- Experienced in applying SOPs, work instructions and regulatory requirements to the Systems Validation and Quality project management

Preferred Experience Level:

- BS or MS in computer science, life sciences, engineering or equivalent work experience
- 10+ years experience in regulated industries with at least 5 years in Quality and Compliance related roles
- 5+ years work experience in a consulting capacity
- 3+ years experience in project management

Compensation Range: \$80,000 – 135,000*

*Compensation including Annual Salary/Rate, Incentive Pay, Bonus. Expenses, 401(k) Match, OT, PTO, etc. are not included.

Sequence Career Path and General Job Descriptions

Sr. Consultant

Responsibilities:

- Lead client projects of low to moderate complexity
- Provide project leadership on behalf of clients
- Ensure that project teams are providing top-level quality and compliance services to their client, including:
 - providing high-quality deliverables
 - meeting requested timelines
 - identifying process improvements
 - having a positive attitude
- Ensuring a positive relationship is maintained with the client where they are assigned.
- Act as Site Lead or client relationship manager at respective clients, as needed
- Developing and maintaining relationships with key client stakeholders associated with their active projects.
- Communicating any potential new business leads with their client to their team lead and/or manager.
- Providing leadership on quality and compliance and/or other technical issues, both to their clients/projects and other Sequence consultants within their team or business unit.
- Completing accurate, complete, and prompt timesheets for client and Sequence management approval.
- Reviewing and approving timesheets for consultants at their respective client sites, as needed.
- Participating in training opportunities provided by Sequence.

Minimum Requirements include:

- Experience in leading projects
- Complete understanding of the Validation Lifecycle
- Understanding of Regulatory Compliance and Quality Assurance within regulated industries
- Complete knowledge of GxP, GAMP, CFR's as related to area of expertise
- Experienced in applying SOPs, work instructions and regulatory requirements within area of expertise

Preferred Experience Level:

- BS or MS in computer science, life sciences, engineering or equivalent work experience
- 8+ years experience in regulated industries with at least 3 years in Quality and Compliance related roles
- 5+ years work experience in a consulting capacity

Compensation Range: \$75,000 – 120,000*

*Compensation including Annual Salary/Rate, Incentive Pay, Bonus. Expenses, 401(k) Match, OT, PTO, etc. are not included.

Sequence Career Path and General Job Descriptions

Consultant II

Responsibilities:

- Providing top-level quality and compliance services to their client, including:
 - providing high-quality deliverables
 - meeting requested timelines
 - identifying process improvements
 - having a positive attitude
- Providing leadership on client quality and compliance projects, as needed
- Developing and maintaining relationships with the client stakeholders within their active projects.
- Communicating any potential new business leads with their client to their team lead and/or manager.
- Providing leadership on quality and compliance and/or other technical issues within their assigned projects.
- Participating in training opportunities provided by Sequence.

Minimum Requirements include:

- Solid understanding of the Validation Lifecycle
- Understanding of Regulatory Compliance and Quality Assurance within area of expertise
- Working knowledge of GxP, GAMP, CFR's as related to area of expertise
- Knowledgeable in applying SOPs, work instructions and regulatory requirements within area of expertise

Preferred Experience Level:

- BS or MS in computer science, life sciences, engineering or equivalent work experience
- 6+ years experience in regulated industries with at least 3 years in Quality and Compliance related roles
- 3+ years work experience in a consulting capacity

Compensation Range: \$65,000 – 95,000*

*Compensation including Annual Salary/Rate, Incentive Pay, Bonus. Expenses, 401(k) Match, OT, PTO, etc. are not included.

Sequence Career Path and General Job Descriptions

Consultant I

Responsibilities:

- Providing top-level quality and compliance services to their client, including:
 - providing high-quality deliverables
 - meeting requested timelines
 - identifying process improvements
 - having a positive attitude
- Developing and maintaining relationships with the client stakeholders within their active projects.
- Communicating any potential new business leads with their client to their team lead and/or manager.
- Providing leadership on quality and compliance and/or other technical issues within their assigned projects.
- Participating in training opportunities provided by Sequence.

Minimum Requirements include:

- Solid understanding of the Validation Lifecycle
- Understanding of Regulatory Compliance and Quality Assurance within area of expertise
- Working knowledge of GxP, GAMP, CFR's as related to area of expertise
- Knowledgeable in applying SOPs, work instructions and regulatory requirements within area of expertise

Minimum Requirements include:

- BS or MS in computer science, life sciences, engineering or equivalent work experience
- 3+ years experience in regulated industries with at least 2 years in Quality and Compliance related roles
- 2+ years work experience in a consulting capacity

Compensation Range: \$60,000 – 85,000*

*Compensation including Annual Salary/Rate, Incentive Pay, Bonus. Expenses, 401(k) Match, OT, PTO, etc. are not included.

Sequence Career Path and General Job Descriptions

Technician/Specialist

Responsibilities:

- Providing top-level quality and compliance services to their client, including:
 - providing high-quality deliverables
 - meeting requested timelines
 - identifying process improvements
 - having a positive attitude
- Developing and maintaining relationships with the client stakeholders within their active projects.
- Communicating any potential new business leads with their client to their team lead and/or manager.
- Participating in training opportunities provided by Sequence.

Minimum Requirements include:

- Working knowledge of GXP's / CFR's
- Basic knowledge of the Validation Lifecycle
- Basic understanding of Regulatory Compliance and Quality Assurance within regulated industries

Preferred Experience Level:

- BS or AAS in computer science, life sciences, engineering plus 0-5 years work experience in regulated industries

Compensation Range: \$40,000 – 70,000*

*Compensation including Annual Salary/Rate, Incentive Pay, Bonus. Expenses, 401(k) Match, OT, PTO, etc. are not included.