

Trevi Therapeutics is looking for a highly motivated, **Quality Associate** to come join our talented team in New Haven, CT. This is an entry-level position and you will be an important contributor to our innovative and inspiring mission!

Trevi Therapeutics is a late-stage biotech Company based in New Haven, CT. As we move through our lead indication trials, our Phase 2b/3 trial for pruritus in patients with prurigo nodularis and our Phase 2 trial for chronic cough in patients with idiopathic pulmonary fibrosis, we are expanding our team of highly skilled, quality focused, innovative professionals to help us achieve our goals. This is a great training position for somebody interested in a career in Quality Control in the context of on-going clinical trials.

**Your job will be to:**

- Manage the implementation of electronic Quality Management System (eQMS).
- Perform necessary duties as Super User of eQMS.
- Provide review and oversight for Quality events (Change Control, CAPAs, Deviations).
- Support other departments in the investigation, documentation, compilation, mitigation, and resolution of Quality Events.
- Manage review of new and revised Standard Operating Procedures (SOPs), inclusive of:
  - Finalization
  - Formatting
  - Routing
  - Reconciliation of comments on SOPs
- Create, distribute, and manage SOP training (inclusive of maintaining training records and updating training curriculum).
- Maintain employee files – conduct debarment checks, ensure filing of new hire documents, and obtain signature verification.
- Support review and approval of Master Batch Records, Executed Batch Records, stability reports, shelf-life extensions, etc.
- Serve as secondary auditor for internal audits, as needed.
- Perform associated administrative tasks as required by the QAC department (i.e., presenting at Town Halls, Quality Councils, etc).

**We are looking for someone with:**

- A Bachelor's degree or equivalent.
- Excellent writing skills, including ability to write procedures
- Excellent computer proficiency (Office Suite – Word, Excel, Outlook; Adobe).
- Excellent communication skills and ability to work well in a team.

- Must be able to work under pressure and meet deadlines.
- Ability to work independently and carry out assignments per instructions.
- Enthusiasm and a desire to learn!

We offer a very lively, highly team-oriented office environment. We also provide a competitive benefits package, including excellent health insurance options, a 401(k) savings plan with a Company paid match, Company paid parking, an employer stock purchase plan and an assortment of other benefit options.

The Company also believes in incentivizing its employees with annual bonus eligibility and the potential for annual stock option grants. In addition, this position offers a substantial professional growth opportunity as the Company expands its clinical development pipeline and prepares for various financing transactions and commercialization of the Company's products under development.

If interested in this unique career opportunity, please forward your resume to [HR@TreviTherapeutics.com](mailto:HR@TreviTherapeutics.com) for consideration.

*We value diversity and believe the unique contributions each of us brings drives our success. We do not discriminate on the basis of race, sex, religion, color, national origin, gender identity, age, marital status, veteran status, or disability status.*