

## JOB POSTING

**Job Title:** QA/QC ASSOCIATE I  
**Department:** QA/QC Department  
**Reports to:** QA/QC Manager  
**Salary Range:** DOEE  
**Date of Posting:** January 9, 2019

**Position Description:** cGMP implementation and monitoring of raw materials and finished products. Performs incoming QC, as well as customer support. Provides documentation to Production and International Departments, as well as international and domestic customers.

1. Creates finished product and raw material specification sheets and skip-lot request forms in software currently being used by company.
2. Reviews and interprets analytical data from 3<sup>rd</sup> party testing labs.
3. Assists with handling of stability protocols and incoming QC.
4. Reviews vendor raw material CofAs, product specifications, MSDS, and other product-related information from vendors, as instructed by supervisors.
5. Maintains the QA/QC laboratory invoices for authorized signatures.
6. Assists in preparing QA/QC documents for manufacturing purchase orders.
7. Assists with training and implementation of internal QC procedures.
8. Investigates out-of-spec (OOS) test results and reports results to supervisor.
9. Communicates with vendors and contract labs on various QA/QC issues and/or requests.
10. Assists the department with any tasks related to cGMP implementation and maintenance.
11. Coordinates with the Technical Support Department on the investigation of non-serious adverse events.
12. Creates and revises standard operating procedures (SOPs), material reviews and dispositions (MRDs), and change controls.
13. Performs any other related duties as may be assigned by the Supervisor.

### **JOB REQUIREMENTS:**

- Bachelor's Degree in Chemistry, Biochemistry, Nutrition, Food Science, Biology or related scientific discipline
- At least two years QA/QC experience in the dietary supplement or pharmaceutical industry
- Excellent communication and writing skills
- High rate of accuracy with regards to documentation
- Highly organized and proficient in Microsoft Office
- Able to handle heavy workload and very flexible in a fast pace highly demanding environment
- Knowledge with reading and interpreting CofAs and spec sheets is preferred.

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is frequently required to reach with hands and arms, use hands and fingers to handle controls, computer and mouse; talk and hear. Specific vision abilities required by this job include close vision and the ability to adjust focus. This position regularly requires sitting, standing, walking, reaching, bending, and moving about the production and office facilities. May include moderate travel as directed by the immediate supervisor and the ability to lift up to 25 lbs.

**We are an equal opportunity employer.**