

PHARMACEUTICAL SPECIALTIES INC.

Job Description

JOB TITLE: **Quality Assurance Assistant**

CLASSIFICATION: Non-Exempt

REPORTS TO: Quality Assurance Associate Team Lead and/or Quality Assurance Director

JOB SUMMARY

Provides support activities in Quality Assurance (QA), Quality Control Laboratory (QC) and Production departments, which includes manufacturing and packaging.

ESSENTIAL JOB FUNCTIONS

- Inspection, sampling and labeling of incoming raw materials.
- Issuing labeled items to the Production staff.
- Organizing raw material and finished product retained samples for retention.
- Data entry, scanning and filing documents.
- Must maintain and follow current Good Manufacturing Practices (cGMP) regulations and the Standard Operating Procedures (SOP).
- Certified forklift operator.

COMPETENCIES

- High degree of accuracy.
- Good working computer skills; knowledge of MS Excel and Word.
- Good communication skills.
- Be self-motivated.
- Work well as a team member and the ability to work with multiple departments.

SUPERVISORY RESPONSIBILITY

- There are no supervisory responsibilities for this position.

WORK ENVIRONMENT

- While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles, moving parts and vibrations. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job.

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, use hands to handle or feel, and reach with hands or arms. The employee is occasionally required to sit, stoop, kneel, crouch or stand for periods of time. The employee must frequently lift and/or move up to 50 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

USUAL WORKING HOURS

- Monday – Friday, 8:00 a.m. to 4:30 p.m.
- Capability to work extended hours if necessary.

TRAVEL

- No travel expected for this position.

REQUIRED EDUCATION/EXPERIENCE

- High School Diploma or Equivalent.

ADDITIONAL ELIGIBILITY QUALIFICATIONS

- Language skills- must be able to read, record and speak the English language, interpret documents such as directions, instructions, safety rules, and procedure manuals in the English language. Must be able to record written information accurately.
- Reasoning ability- must have the ability to apply common sense and understanding to carry out instructions furnished in written, verbal or diagram form. Must be able to deal with simple problems in an organized and efficient manner.

EEO STATEMENT

PSI does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities and activities may change at any time with or without notice.