

# PHARMACEUTICAL SPECIALTIES INC.

## Job Description

JOB TITLE: **Quality Assurance Associate**  
CLASSIFICATION: Non-Exempt  
REPORTS TO: Quality Assurance Team Leader and/or Quality Assurance Senior Associate  
APPROVED BY: Grant Schuth, Vice President & Chief Science Officer  
DATE: April 12, 2019

### **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
- Preparation of Quality Assurance and Quality Control forms and reports
- Issuing labeled items to the production staff
- Assist with inventory control
- Release or reject raw materials and final product
- Data entry, scanning and filing documents
- Assist with return goods handling, testing and disposition process
- Must maintain and follow current Good Manufacturing Practices (cGMP) regulations and the Standard Operating Procedures (SOP)
- Provide support for the Production Department with above duties as well as to check and verify measurements for components used in manufacturing

### **COMPETENCIES**

- High degree of accuracy
- Aptitude for science-related work, and good Math and written/language skills
- 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 10 pounds and occasionally lift and/or move up to 50 pounds.

### **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**

- Bachelors in Biology and/or Chemistry, or
- Associates degree with laboratory experience, or
- Significant quality assurance/control experience.

### **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.