

## Quality Assurance Specialist

### SUMMARY

This position will primarily be responsible for quality assurance and compliance activities related to ensuring that production, testing, and associated documentation meets applicable regulatory and client requirements.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Assembling of batch documentation related to disposition products
- Processing CAPAs
- Performing routine internal audits of manufacturing and quality control processes
- Maintaining supplier files
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- Maintaining audit files
- Responsible for proper documentation of equipment
- Conducting training for new employees
- Assist in development of quality system SOPs
- Maintain inventory of products
- Follow Good Manufacturing Practices (GMPs) and Standard Operating Procedures (SOPs)
- Work with other departments to resolve customer/product issues, as necessary
- Review and approve Certificates of Analysis on finished products, as needed
- Print and approve product labels based on client/documented requirements
- Other QA duties as assigned or determined by Area Management

### QUALIFICATIONS

- Candidates must have a Bachelor's degree from four-year College or university; or three to five years related experience and/or training; or equivalent combination of education and experience.
- Experience with plasmid purification and microbiology techniques is preferred. Bioprocessing and GMP experience is a plus.

Contract to hire position.

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