

FACILITIES CALIBRATION SPECIALIST

The Calibration Specialist will support the equipment calibration programs, in accordance with applicable regulatory guidelines, manufacturer's specifications, client's specifications, and VGXI's requirements.

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

- Documents, reviews, and audits calibration/maintenance/repair activities of laboratory equipment.
- Maintains calibration/maintenance schedules to keep the Calibration Program up-to-date.
- Completes all work in a safe and efficient manner in accordance with cGMP and GLP requirements.
- Maintains and archives calibration/maintenance/service records.
- Assists in the installation, operation, and performance qualification (IQ/OQ/PQ) of laboratory instruments.
- Records and reports out-of-tolerance results and any other instrument-related issues to the manager and performs corrective actions as directed.
- Arranges for vendor service when necessary and ordering certified standards/parts requested.
- Maintains inventory and researches options on prices and availability of parts.
- Works closely with users and external groups to help operate and develop techniques that will meet the needs of the user community.
- Participates in writing SOPs, protocols, and instrument validation plans.
- Aids in laboratory investigations due to instrument-related issues when needed.
- Perform and support the transfer and implementation of analytical equipment
- Calibrates/verifies/qualifies and performs preventative maintenance on laboratory equipment which include, but is not limited to, HPLC, UPLC, UV/Vis, GC, dissolution, FTIR, particle size analyzers, etc.
- Inspects, evaluates, troubleshoots, and repairs laboratory equipment when problems arise.
- Installs/re-installs, disassembles, cleans and makes necessary modifications to various instruments.

EDUCATION and/or EXPERIENCE

- 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.

Equal Opportunity Employer