

## **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.

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