



## **Quality Assurance Technician Hourly, Non-Exempt**

**Job Summary:** Monitor operations and quality assurance procedures to ensure the quality of the materials and final products in a dietary supplement manufacturing environment. Ensure that batch records and SOPs are being followed and completed.

### **Reports To:**

- QA Manager

### **Essential Functions:**

- Enforce safety and quality regulations.
- Perform in process clearance of materials, operational documentation, processes, samples, etc.
- Perform label or other component inspections following SOP's.
- Perform physical property testing using lab equipment.
- Initiate deviation process.
- Manage bills of materials and batch counts to verify their accuracy.
- Responsible for inspection, sampling, supporting releases, and other activities to support the QA/QC operations departments.
- Adhere to all cGMP's.
- Read the work orders and production schedules to determine product specifications, materials to be used, weights, dimensions, and tolerances.
- Confer with management to resolve worker problems.
- Record quality, operational and production data on specified forms.
- Clean and sterilize the equipment and tools as specified.
- Provide information or indication of problems to Management or Quality Assurance.
- Reports to work regularly and on time.
- Perform duties safely and to report unsafe conditions or actions.
- Assists in other duties as needed and directed.

### **Knowledge, Skills, and Abilities:**

- Skilled in analyzing, critical thinking, and active listening.
- Demonstrate attention to detail, orientation to quality, problem sensitivity, problem solving, and ability to take initiation.
- Knowledge of food production processing, cGMP's, regulatory environments, and basic computer data entry.

### **Education and Experience:**

- Accuracy with arithmetic, subtraction, and decimals.
- Must be able to read, follow instructions and hold general conversations in English

### **Work Environment and Physical Demands:**

- The employee is regularly exposed to noise, and to airborne particles, including some allergens.
- Constant interaction with others.
- Completion of duties must be done within an allotted time which may create a sense of time pressure to meet deadlines.

**The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.**