



# **The Jet Pulverizer Company**

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## Quality Control Lab Technician

### **Overview**

The Lead Quality Control Technician runs the Company's toll processing QC lab, and is responsible for initiating immediate action on non-conforming product. This position is responsible for completing several important recurring Safety & Quality tasks throughout the year. The Lead Quality Control Technician reports to the EHS & Quality Manager.

### **Responsibilities**

- Responsible for running the QC lab, including day-to-day operation, and medium- and long-term planning (e.g. on-time calibrations, audit preparedness, supply management, etc.).
- Maintains compliance of all laboratory equipment as specified by the Quality System.
- Accountable for immediate communication of abnormal processing results to the Toll Processing Supervisor or Tolling R&D/GMP Manager.
- Responsible for CI and Quality system improvements, including but not limited to the creation and editing of Work Instructions, KPI data collection, and initiation and completion of CAPAs, as directed by the EHS and Quality Manager.
- Ensures that all required paperwork is present, complete, and accurate, and that all requirements of the work orders and job sheets are clearly understood by all involved parties. Works directly with employees, and with the Toll Processing Supervisor and Tolling R&D/GMP Manager to resolve problems as needed
- Responsible for the correct identification of all raw, finished, and non-conforming product at the plant, through audits of existing labels and creation of new labels. Labels should be created in accordance with customer specifications, current DOT requirements, GHS mandates, and any other regulatory requirements that may apply.
- Assists co-workers in finding SDS information as needed.
- Responsible for performing all necessary recurring inspections, calibrations, and tests as assigned by the EHS & Quality Manager by specified deadlines.
- Authorities & Approvals: Authority to initiate non-conformity proceedings when appropriate, and to work directly with all employees to ensure compliance with documentation, quality, and related procedures.
- Performs other duties and special projects as directed.

### **Qualifications**

Education: A minimum of a high school diploma or equivalent is required. An associates or bachelor's degree in chemistry or a related field is preferred.

Experience: 2+ years of lab experience or equivalent training is required. Experience in a GLP setting is preferred.

Skill set: this job requires focus, organization, attention to detail, self-direction, and motivation.

Job Type: Full-time