Position Description

Date: June 2021

Job Title: Lab Quality Control Technician

Department: Technology, Research and Development

Position reports to: Plant Manager – ASH/ Lab Manager - ASH

FLSA Status: Full-time; non-exempt

Duties and Responsibilities:

The principle focus of this position is to test raw materials, intermediates, and finished and products to determine if they meet specification. Use analytical results to guide production/packaging of hydrochloric acid. Documentation of work is required to meet customer and regulatory requirements.

The position works the 8:00 am to 4:00 pm shift, Monday through Friday with the possibility for overtime, as needed.

Key duties include but not limited to the following:

- Based on HCl analytical results, determine if tankage is acceptable to package for specific customer orders on a day to day basis.
- Enter production movements of hydrochloric acid in SAP.
- Work safely and responsibly always, including use of designated personal protective equipment, safeguarding health and safety of oneself and others.
- Laboratory testing of raw materials to confirm suitability for use in production.
- Laboratory testing of intermediate product samples to confirm intermated is suitable for further processing.
- Laboratory testing of finished products against quality control specifications, to ensure products released for shipment conform to the agreed Sales Specification and are of consistent, high quality.
- Accurate reporting of laboratory test results for products to generate completed Certificates of Analysis.
- Accurate preparation of Certificates of Analysis.
- Record and maintain accurate and complete records of test results, calculations and data in accordance with ISO 9001 procedures and Quality Assurance System.
- Storage and management of both manufactured product and raw material retain samples in accordance with ISO 9001 procedures and Laboratory Quality Assurance System
- Identify manufactured product and raw material specification anomalies to Supervisor for corrective actions.
- Maintain high levels of laboratory cleanliness and tidiness, in line with good housekeeping guidelines.
- Actively contribute to the day to day function of the laboratory service, preparing shared consumables, leaving instruments and equipment clean and ready for use by the next person, etc.
- Maintain stocks of all laboratory reagents and consumables to ensure no delays in quality control testing and dispatch of products. Provide regular list of materials need to the Lab Manager to allow them to be purchased.
- Primarily day shift operations but must be willing to work off shift if needed.

**General Requirements:**

One of the keys to our long-term success is the team environment that exists amongst our colleagues. The successful candidate should be a “self-starter” and perform the duties with minimal supervision and are empowered to seek assistance from their teammates whenever required as well as suggest improvements. Although this position has no direct reports, the ability to establish a high integrity and standard of work is paramount for the team. Good communication and interpersonal skills are a must.

**Requirements: Skills, Qualifications, Experience, Special Physical Requirements:**

- Bachelor’s degree in chemistry or biology preferred. Associates in Science considered.
- Experience in a laboratory setting desired but not required.
- Problem solving, analytical ability, communication and interpersonal skills a must
- Knowledge of ICP for trace metals analysis greatly preferred
- Preferred prior experience: Wet chemistry, pH measurements, FTIR, X-Ray spectrometer, Auto titrations
- Total commitment to documenting testing via established forms, paperwork, and computer data entry
- Strong willingness to following established procedures and work within the confines of cGMP, FDA and ISO 9001 environments
- Must be able to plan daily/weekly workload and function independently of supervision
- Must pass Department of Homeland Security background check, pre-placement physical and pre-employment drug-screen
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus

**Working Conditions:**

This job operates in a professional laboratory environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets. Some of the work will require exposure to loud noises or fumes in the plant facility. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

**Benefits:**


Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.