Novotech nutraceuticals

QAQC Staff Job Description

Location:	2897 Palma Drive, Ventura, CA	**Days/Hours:**	Monday-Friday 8:00am-5:00pm
Department:	QAQC	**FLSA Status:**	☐ Exempt or ☐ Non-Exempt
Reports To:	Quality Assurance and Facility Manager		

Quality Control Principle Duties and Responsibilities:

- Collecting lab results; compare lab results to specification; prepare and sign off raw material and finished product release form.
- Keeps lab equipment operating by following operating instruction.
- Update and Coordinate SOP and other quality related documents to meet all the government, GMP Kosher and Halal requirements.
- Facilitate in GMP and Internal audits.
- Respond to any customer's GMP, HACCP or QC related questionnaires
- Handle customer complaint related to quality and lab testing results.
- Respond to inspection request and prepare documentation for audit
- Conduct chemistry analysis, microbiology, ATP tests, and QC analysis (i.e. pH, Density...etc)
- Provide employee training associated with quality control and assurance
- Research and develop raw material and finished product specifications.
- Complete and compile all the testing procedures and results.
- Complete product library and provide and assist in product supports.
- Develop lab testing procedures and acquire needed equipment.
- Ensure document control is in place.
- Technical support and QC statistical compiling and analysis test reports.
- Perform any other special project as assigned.
- Compile CAPA reports.

Required Competencies, Knowledge, Skills and Abilities:

Analyzing Information, Reporting Research Results, Documentation Skills, Safety Management, Processes Management, Quality Controlling, Operations Research, and Equipment Maintenance.

- Teamwork, Dependability, Independent self-Starter and Multi-Tasks, and planning and time management.
- GMP training Certificate.

Education & Experience:

- BS or MS in Food Science Chemistry, Biology related major;
- GMP Certificate or/and GMP or ISO knowledge and training skill.

Computer/Technical Literacy:

Microsoft Office: Word and Excel, Power Point, outlook, internet search.

Employee Signature:		Date	
Super visor Signature:		Date	
HR Signature:		Date	
QA Signature:		Date	