

Job Title: Laboratory Quality Control Technician
Department: Microbiology
Report to: Microbiology Products Supervisor
Effective Date: July 2024
Supervisory Responsibilities: No



Job Summary:

The Laboratory Quality Control Technician will perform tests and qualify products for finished goods released.

Duties/Responsibilities:

- Incoming chemical QC release: Reviews all necessary documents prior to releasing chemical to production area. All reviewed documents are kept on file.
- Record keeping: SOP, production forms, Certificate of Analysis, etc.
- Equipment validations: New equipment needs to be qualified for use prior to being used in production.
- Equipment calibrations: Yearly calibration certification on equipment used for production.
- Data analysis: Bacterial recovery, product shelf-life results, and accelerated shelf-life.
- Standard Operating Procedure development: New products will require new procedures to be kept on file in laboratory manual. To be used for training purposes for production personnel.
- Production process development: Using SOP's written, develop overall process of product manufacture.
- Quality Control product inspections: Raw material, in-process material, and finished good inspections.
- Quality Control finished good release: Proper testing is performed and documented according to applicable finished good. All testing is verified to meet documented specifications prior to release.
- MSDS Manuals: Maintains and updates MSDS for all chemicals received.
- Technical Reporting: Evaluates data and writes reports.
- SOP Review: Recommends modifications of existing quality or production procedures to achieve optimum quality within limits of equipment capability.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Thorough understanding of products and equipment used in Microbiology manufacturing.
- Excellent organizational skills and attention to detail.
- Excellent time management skills, with proven ability to meet deadlines.
- Aseptic techniques and basic laboratory skills
- Proficient with Microsoft Office Suite or related software.
- Able to work as a team member.
- Able to meet production schedules.

Education and Experience:

- High school diploma or general education degree (GED), or equivalent combination of experience and education.
- 3-5 years of related experience Preferred.

Physical Requirements:

- Prolonged periods of standing in factory and at times, sitting at desk and working on a computer.
- Must be able to lift 30 pounds at times.

Location: Our Flagship Operation is in Guilford, ME with two production plants in Pittsfield, and a sales & marketing office in Falmouth, ME. Occasional travel to this location may be expected, depending on the role.

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