

INCOMING QUALITY CONTROL OPERATOR

Title:	Incoming Quality Control Operator	Classification:	NON-EXEMPT
Division:	Ferndale Laboratories, Inc.	As Of Date:	12/5/2012
Reports to:	IQC Supervisor		

JOB SUMMARY

The Incoming Quality Assurance (IQC) Operator is required to follow written procedures, current company policies and procedures, and current Good Manufacturing Practices (cGMPs). The jobholder is required to utilize these policies, procedures, and cGMPs to inspect and sample raw materials and components. The jobholder must be able to lift approximately 50 lb. manually, be able to move raw material/component pallets using a pallet jack, move full drums using a drum dolly and use a drum roller. The jobholder is expected to immediately notify Quality Assurance management of any deviations the jobholder becomes aware of. The operator must be able to quickly and concisely relate inspection/sampling information. The work performed by the jobholder impacts other departments. The jobholder may be required to train other IQC operators, assist other Departments, or assist in conducting standard operating procedure training.

ESSENTIAL FUNCTIONS

- Quickly and accurately completes sampling and inspection activities of incoming raw materials, packaging components and contracted manufactured products.
- Uses proper sampling techniques to sample raw materials for submission to the Quality Control Laboratory for testing. Must use aseptic sampling techniques to ensure samples/containers for microbial testing are not compromised.
- Assures proper safety techniques are used during sampling.
- Determines sample quantities per written, approved procedures and pulls the appropriate amounts for inspection.
- Performs and documents incoming inspections per written, approved specifications.
- Keeps IQC Supervision informed of quality issues surrounding incoming raw materials /components /contact manufactured products.

ADDITIONAL RESPONSIBILITIES

- Cleans sampling rooms per standards.
- All other duties as assigned.

KNOWLEDGE, SKILLS, & ABILITIES

Requires: Working knowledge of Food and Drug Administration (FDA), Drug Enforcement Administration (DEA), International Organization for Standardization (ISO) regulations and cGMPs. Must be familiar with American National Standard Z1.4 or equivalent sampling plans. Basic computer skills, including knowledge of word processing, spreadsheet and database management; Self -motivated, detail oriented and accurate; have good written and verbal communication skills; have a valid drivers license; Proficiency in basic mathematical techniques; Experience with hand-held measuring devices, such as rulers, calipers, etc.; sampling devices; pallet jack and scales. The jobholder must be able to lift approximately 50 lb. manually, be able to move raw material/component pallets using a pallet jack, move full drums using a drum dolly and use a drum roller. Sampling activities may require standing for prolonged periods of time. Supports schedule commitments with minimum supervision through organizing and planning work assignments and teamwork.

EDUCATION & EXPERIENCE

High School Graduate with experience in quality inspection and inspection techniques; prefer some college. Completion of a General Chemistry course is desirable. Pharmaceutical or related industry experience a plus.

APPLY:

QUALIFIED CANDIDATES INTERESTED IN APPLYING: Please submit resume to employment@ferndalelabs.com

**Equal Opportunity Employer M/F/V.
 E-verify Participant.**

NOTE: This document is a guideline and is not intended to be all inclusive of the job or work responsibilities. The employee understands that they are required to perform all work assigned by their supervisor provided it does not violate any laws or regulations, or expose the employee to any physical or health hazards.