



QA/QC Chemist, Level I

Job Code
QC- 025

Job Department
Quality Control

Job Location
St. Joseph

Reports To
Quality Control Manager

FLSA Status
Non Exempt

Position Summary

Performs chemistry to provide analytical support to the Quality Unit concerning the analysis of raw material, semi-finished and finished goods. Will conduct analysis on various products in a laboratory environment. Will also perform and demonstrate proper good laboratory practices and ICH guidelines concerning data organization and quality lab functions.

Essential Functions

Performs basic chemical analysis on raw materials, semi-finished and finished goods.

Performs hard goods testing and measurements.

Performs chemical purity testing for the high purity water system.

Performs *and oversees* administrative duties such as filing paperwork, constructing spreadsheets, formula release, and logging of results *in accordance with good laboratory practices*.

Organizes and maintains sample/retain area(s).

Communicates lab results to internal and external customers effectively as required.

Performs *and oversees* scheduled and non-scheduled housekeeping duties in the lab, such as washing glassware, and general housekeeping. *Assist in maintaining the readiness of the Quality lab regarding organization, cleanliness, and laboratory supplies.*

Complies with all regulation's safety and otherwise from local, state, and federal agencies (OHSA, FDA, etc.).

Reviewing technical documents and data such as raw material specifications, standard operating procedures, test methods and change controls.

Plan and prioritize assignments.

Record and maintain all related data and records in compliance with cGMP and quality procedures.

Daily, monthly, and quarterly calibration of lab instruments as required. Maintain instrument calibration schedule. Perform validation and qualification studies as required.

Meet all timeline and deliverables in the support of the plan of record.

Inspection of environment in the manufacturing and filling areas to insure GMP compliance. This entails quality inspection of raw materials and accountability, RO water sampling, quality inspection of product, finished product accountability.

Support atypical or out of specifications test results, participate in investigations for resolution and correction, and customer inquiries.

Perform work consistent with Hillyard Companies' core values.

Supervisory Responsibility

Education

Preferred/Required	Education Level	Description
Required	4 Year / Bachelors Degree	Chemistry, Biology, or related scientific field

Experience

Minimum Years of Experience	Description
5	5 years of working in a laboratory environment, can be offset with degree requirement.

Licenses & Certifications

Preferred/Required	Certification Type	Description
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Qualifications

Qualifications

Computer literacy, mathematical skills, basic reading and comprehension, attention to detail, good observation skills, and self-motivated.

Excellent oral and written communication skills; highly organized and efficient record keeping.

Ability to work flexible hours, knowledge of FDA and cGMP policy, experience in SAP and Microsoft products.

Competencies

Company Competencies

Hillyard has defined a set of competencies that are important for the employee to exhibit to perform the role successfully. The competencies for this position have been defined to include:

Customer 1st Attitude
Concern for Safety
Integrity & Ethics
Pursuit of Excellence/Lifelong Learning
Teamwork

Role Competencies

Hillyard has defined a set of competencies that are important for the employee to exhibit to perform the role successfully. The competencies for this position have been defined to include:

Analytical Thinking
Attention to Detail
Information Gathering and Processing
Initiative
Planning and Organizing
Problem Solving
Product and Technical Knowledge
Regulations, Policies, Procedures, and Standards
Technology Proficient
Testing/Analysis

Equipment Used

Equipment	If Other, Please Specify
Computer	
Printer	
Copier	
Fax	
Phone	
Personal Protective Equipment	
Other (Specify)	Laboratory Equipment

Working Environment

Work is mainly performed in an office setting with a controlled environment. Some exposure to a factory or warehouse with dust, heat, cold, loud noises, fumes, and odors and/or outdoor setting with conditions such as heat/cold, wet/humid and dry/arid conditions.

Travel

Travel Type	Frequency
Same Day	Minimal- Up To 5%
Local	Minimal- Up To 5%
Overnight	Minimal- Up To 5%
District	Minimal- Up To 5%
Regional	Minimal- Up To 5%
Nationwide	Minimal- Up To 5%
Worldwide	N/A

Physical Demands

The Laboratory Personnel's physical job demands include: maximum occasional lift of 49 lbs. from floor to waist; maximum occasional lift of 10 lb. to 75 inches; maximum frequent lift of 10 lbs. to 39 inches; maximum occasional carry of 49 lbs. for 50 ft; maximum occasional carry of 45 lbs. for 250 ft; maximum frequent carry of 10 lbs. for 250 ft; maximum occasional vertical push downward of 10 lbs. at 41 inch height; maximum occasional horizontal push/pull force of 50 lbs. for 15 ft; maximum occasional vertical push/pull force of 60 lbs. at 39 inch height; maximum frequent horizontal push/pull force of 10 lbs.; maximum frequent grip force of 20 lbs.; maximum frequent pinch force of 4 lbs.; maximum frequent climb of 8-10 inches; maximum frequent forward reach of 28 inches; maximum occasional lateral reach of 24 inches; maximum occasional overhead reach of 84 inches; occasional bending; occasional neck extension; frequent neck flexion; constant fine motor coordination; constant hand coordination; constant balance; occasional sitting; constant standing; constant walking. PDC Level: MEDIUM

Eligibility

Must be legally authorized to work in the United States without restriction.

Must be willing to submit to a background investigation, including criminal history and motor vehicle check.

Must be willing and able to pass a post-offer drug screen and physical.

EEO Statement

Hillyard is an equal opportunity/affirmative action employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

Disclaimer

The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, travel and activities may change, or new ones may be assigned at any time with or without notice.