



QA/QC Lab Technician

Job Code
QC - 020

Job Department
Quality Control

Job Location
St Joseph

Reports To
Quality Control Manager

FLSA Status
Non Exempt

Position Summary

Performs quality tasks as trained in areas such as sample preparation, inspection of manufacturing/filling area(s) to ensure compliance, inspection of raw materials, semi-finished goods, and finished goods, basic housekeeping, tasks around the lab area, report filing, organize and maintain sample storage area(s), perform instrument maintenance and calibration, assist in label storage and label accountability, and *inventory control of lab consumables*.

Essential Functions

Assist in basic chemical product, raw material, packaging, etc. testing as qualified.

Performs administrative duties such as filing paperwork, constructing spreadsheets, and logging of results.

Assist in data collection of environmental monitored areas.

Assist in internal reports on a periodic schedule as needed.

Assist Chemists, Microbiologists and other personnel in their quality responsibilities as needed.

Maintain records in accordance with Good Laboratory Practices.

Maintain chemical waste disposal and records.

Organizes and maintains sample stability/retain area(s).

Performs scheduled and non-scheduled housekeeping duties in the lab, such as washing glassware, and general housekeeping.

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

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

Daily, weekly, and monthly calibration of lab instruments as required.

Plan and prioritize assignments.

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

Inspection of environment in the manufacturing and filling areas to ensure quality 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.

Perform work consistent with Hillyard Companies' core values.

Supervisory Responsibility

No

Education

| Preferred/Required | Education Level | Description |
|--------------------|--------------------|---|
| Required | High School or GED | <i>Interests in Chemistry, Biology, or related scientific field</i> |

Experience

| Minimum Years of Experience | Description |
|-----------------------------|-------------|
| 1 | |

Licenses & Certifications

| Preferred/Required | Certification Type | Description |
|--------------------|--------------------|-------------|
|--------------------|--------------------|-------------|

Qualifications

Qualifications

Computer literacy, *basic* 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 and *experience with Microsoft office 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 | |
| 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.