



Quality Assurance Associate Job Description

Type:	Full Time
Location:	RTP, North Carolina, Danville, Virginia
Job Description:	Reporting to the Quality Director, the Quality Assurance Associate is responsible for ensuring compliance with Current Good Manufacturing Practices (CGMP) and Good Documentation Practices (GDP). In addition, s/he will be responsible for ensuring efficient and effective operational functionality of product by performing a number of quality control processes, including, but not limited to: conducting quality audits to ensure product quality; ensuring that employees adhere to manufacturing, hygiene and sanitation standards. The person in this position will implement, execute, and enforce procedures by way of systems that will improve the overall operations and effectiveness of the company by way of regulatory compliance. Supporting production staff in problem solving efforts. Following up and participation in continuous improvement projects.
Position Title:	Quality Assurance Associate
Working Location:	RTP or Danville
Relocation	No
Employment Status:	Full Time
Required Experience:	<ul style="list-style-type: none"> • 0–2 years of CGMP experience in an FDA regulated industry. • Experience in a CGMP environment is strongly preferred. • Demonstrates strong interpersonal and communication skills (both written and oral), a strong customer focus, and ability to interact with various departments and levels. • Demonstrates ability to work independently and as part of a team, to meet department/facility goals; is also able to work across functions to achieve common goals. • Demonstrates strong attention to detail, and an ability to focus on detail of execution. • Demonstrated ability to multitask and meet deadlines.
Required Education:	Bachelors in a scientific discipline.
Travel Request:	10%
Job Description:	<ul style="list-style-type: none"> • Conduct in-process and final product testing following Standard Operating Procedures. • Responsible for assuring that products are tested to meet the highest quality standards as determined by performance specifications.

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.



Quality Assurance Associate Job Description

	<ul style="list-style-type: none"> • Adheres to GDP to ensure data integrity and traceability. • Effectively implement and maintain the company’s standard operating procedures (SOPs). • Understand test results and pursues clarification of out of specification (OOS) or out of trend (OOT) results. • Responsible for ensuring that QC tasks are completed timely according to: schedule, company policies, procedures and test methods. • Responsible for assuring that products are tested to meet the highest quality standards as determined by performance specifications. • Perform pre-operation inspection at the beginning of the production shift as well as pre-sanitation inspection at the end of the shift. • Perform environmental monitoring (EM) of the production and testing areas.
<p>Key Responsibilities include the following:</p>	<ul style="list-style-type: none"> • Check HACCP critical control points and ensure proper corrective and preventive actions (CAPA) are taken to maintain food safety. • Pre-op inspection of the processing line according to established procedures. • Inspect incoming raw materials and packaging. • Pull random samples and test raw materials to make sure they meet specifications. • Assist and/or provide authorization of batch disposition and product shipments. • Issue Batch Production Records per schedule. • Collect appropriate samples of finished products and raw materials for testing. • Provide QA review of GMP documentation, including material specifications, SOPs, production records, validation protocols, and validation reports.
<p>Essential Skills:</p>	<ul style="list-style-type: none"> • Must be able to wear company specified garments that assure cleanliness. • Ability to work independently and as part of a team, to meet department/facility goals; is also able to work across functions to achieve common goals.

To apply send resume to info@panaceutics.com.

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