

## Job Description

### QUALITY ASSURANCE TECHNOLOGIST

**Department:** Quality

**FLSA Status:** Non-Exempt

**Location:** Moses Lake, WA

**Email:** r Witt@astarealusa.com

**Job Status:** Full Time

**Reports To:** Quality Manager

**Job Type:** Regular

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#### **POSITION SUMMARY**

The Quality Assurance Technologist is responsible for providing Quality Assurance & Quality Control Support, document control.

#### **ABOUT THE POSITION**

The successful candidate will possess the following skills, abilities and experience:

Essential duties and responsibilities include the following. ***Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.***

- Follows all safe workplace practices, comply with all applicable safety and health rules, and actively participate in safety programs.
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- Write, review and update Standard Operating Procedures as instructed.
- Review batch documents for proper documentation according to 21CFR 111 and our controlling SOP and correct any documentation errors.
- File documents accordingly in the Document Control Room.
- Compile batch records including needed documents or record location on document lists.
- Keep training records for employees on SOPs and Checklists both hard copy and electronically.
- Track deviation reports both hard copies and electronically.
- Track change control both hard copies and electronically.
- Oversee labeling/re-labeling Biomass & L-10 from toll manufacturer and verify paperwork.
- Review and release all batch labels, both bag and box, for each produced lot.
- Complete potential customer questionnaires.
- Research and submit reports for special projects while working with Quality Manager. Work with Quality Manager on specific/special projects.
- Present training workshops on new or critical SOPs.
- Keeps area clean and orderly in accordance with Current Good Manufacturing Practices (CGMPs).
- Engage in Quality Control testing (HPLC testing, Crush rates, Viscosity, Spectrophotometer etc.) stability studies other testing as required or whenever needed.
- Cross trains in other areas as assigned by management & other duties assigned by Management.

#### **POSITION REQUIREMENTS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## **Food Safety and Security**

- Responsible for upholding the principles of the Company's food safety certification program.
- Responsible for immediately reporting any food safety, food quality or plant security issues to management for appropriate action.

## **Supervisory Responsibilities**

Position does not directly supervise others.

## **Education and Experience**

- Bachelor's degree in Food Science or related field.
- 2 plus years of experience in food manufacturing, food science or quality assurance environment.
- HACCP experience, preferred.
- Experience in operating HPLC, Spectrophotometer, microbiology testing and chemical testing etc.

## **Knowledge, Skills and Abilities**

- Knowledge of food safety, manufacturing processes and food regulation.
- Knowledge of regulatory environment including but not limited to FDA, NSF and USP.
- Excellent oral and written communication
- Ability to work independently on specific projects, organize and prioritize to handle multiple tasks.

## **Certificates, Licenses, or Registrations**

None

## **Computer Skills**

- Intermediate proficiency in Microsoft Office Suite

## **Other Requirements**

- Ability to work flexible days and hours to support business needs.
- Travel is required.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is indoors in a normal office and laboratory environment.