POSITION:
QA Associate for a Specialty Pharmaceutical Company.

JOB PURPOSE:
The QA Associate is responsible for maintaining all administrative QC Lab database including finished product, raw materials, in-process samples, research and development, clinical and commercial products. Reports to Senior Manager of Quality Assurance.

DUTIES:

Handle all administrative duties related to the analytical laboratory, including but not limited to:

- Sample intake, logging, assigning tracking number, staging for testing including USP Test method lookup and attaching of specification from lab database;
- Log, track, follow up on all outside testing samples;
- Receive, log, track reagents, standards, and lab consumables;
- Administration of samples, standards, columns, and methods;
- Initiate DEA forms for testing;
- Retrieve / Print current specification for samples received either from:
  - CAVED - internal database for current specifications
  - QT9 – database for document control of current / revision SOP, methods, specifications, etc.;
- Determine in-house testing capacities and outside testing requirements:
  - Send out test requests/samples to outside labs;
- Access USP/NF for current testing requirements;
- Perform QA approval/check semi-monthly of planned stability. Follow up on the samples pull and testing;
- Populate stability tables with test data and notebook references;
- Help with the lab sample destruction and update database as such.

Over time become trained in Empower (data acquisition system) and be qualified to audit notebooks and empower reports.

QUALIFICATIONS:
Bachelor's degree in a science-related field preferred, however, Associates degree may be considered.
Proficiency in use of software including Microsoft Word and Microsoft Excel.
Good communication and writing skills.

Located in Bergen County, Northvale, New Jersey.
We offer a competitive salary and benefits package.

Contact Information:
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