



**Job Description - Quality Assurance Technician**  
**Department – Quality Control**

**Duties and Responsibilities:**

- Perform routine and documented Quality Control checks on raw materials, in-process materials and finished products according to required specifications and written Standard Operating Procedures.
- Provide product quality feedback to the Production Supervisor and/or Lead Operator during production run. Must report and communicate any QC issues to QC/Lab Manager, Shift Supervisor and line operator during a production run and troubleshoot collectively.
- Provide clear instruction when product quality is not within required specifications and implement QC hold procedures and undertake corrective actions as required. Must report any QC hold material to QC/Lab Manager and Shift Supervisor.
- Organize and upload QC Test Inspection forms on Google-drive in accordance with the production schedule. Enter QC data on a timely basis and audit process data during production run.
- Audit raw materials used, in process materials, finished good roll weights and product labeling during a production run.
- Audit QC Report for completed production runs and ensure all testing is completed. Issue Manufacturer Certificate of Analysis and Certificate of Compliance as required.
- Maintain / improve Quality Manuals and compliance to Quality Objectives. This includes organizing retain samples and Vendor's certificate of analysis.
- Maintain Material Safety Data Sheet documentation. Update folders when new materials are qualified and approved.
- Maintain proper use of lab equipment and perform equipment calibration as required.
- Assist with QA site audits as required.
- Must act as a back up to the other QA / Lab Technicians which includes working on different shifts as required.
- Assist with Product Development and R&D works as required.
- Perform all duties safely and keep the lab area clean and organized.
- Perform other duties assigned by the QC/Lab Manager.

**Skills & Knowledge Required**

- Good time management skills
- Good organization skills and attention to detail
- Problem analysis and problem-solving skills

- Team work
- Professional integrity
- Ability to work independently
- Must be flexible to alternate between shifts when required
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**Qualifications**

- High school diploma or GED certificate
- Associate degree or QC experience preferred
- Experience in a manufacturing environment a plus
- Communication and computer skills