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# Example of Quality Control Laboratory Job Description

Our growing company is looking to fill the role of quality control laboratory. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for quality control laboratory

* The candidate shall perform QC review of laboratory study files and records to assure that calculations, content, reference, are technically correct and complete for submission for QA audit
* The candidate shall perform QC review of GLP study final reports and other high visibility final reports to assure that calculations, content, reference, are technically correct and complete for submission for QA audit
* The candidate shall coordinate and manage troubleshooting, unexpected incident investigations, and corrective action/ preventive action (CAPA) activities related to NCD-supported studies and facilities
* The candidate shall represent Nonclinical Development Division in study and project team meetings, coordinating activities with Study Directors and study personnel
* The candidate shall coordinate with QAU staff on scheduling and quality standards for submissions for QA audit coordinating the scheduling and tracking for all quality control activities within NCD
* The candidate shall ensure compliance with FDA regulations, , 21CFR314, where the goal is inclusion in FDA animal rule submission in review of records and documents
* The candidate shall apply scientific knowledge and regulatory expertise in executing assignments and assisting other supported teams
* The candidate shall remain abreast of current FDA regulatory requirements, guidance, and current thinking to enhance the expertise and awareness of NCD staff
* The candidate shall provide advice on, review and revise Standard Operating Procedures (SOPs), testing plans, and protocols related to laboratory testing analytical methodology and general laboratory activities
* Provide technical, management support to ensure best lab practice and robust test methods with good repeatability to comply with the aerospace, quality and testing standards

## Qualifications for quality control laboratory

* Bachelor’s degree from an accredited institution in chemical, physical, or biological science, medical laboratory technology or medical technology required
* Proficiency with computer systems including Microsoft Office products, LIMS, Smartlab, Empower
* Ability to work in a laboratory environment, including wearing appropriate PPE and other safety required equipment and considerations
* Minimum of one (1) year GMP/FDA regulated environment experience
* Manage the day to day QC Testing laboratory operations to meet the requirements of the testing plan and ensure ‘on time’ targets are met
* Drive continuous improvement of laboratory systems and processes through the QC laboratories, ensuring all test methods and equipment are suitably qualified and validated