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# Example of Quality Control Job Description

Our company is growing rapidly and is hiring for a quality control. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for quality control

* Interact with supervisory staff to communicate quality issues and improve quality issues to an acceptable level
* Document and communicate defects on products to lead personnel and supervisors
* Monitor quality of customer samples at time of production
* Verify customer sample and quantities
* Send customer samples to customer as required by job specification
* Perform job in manner that protects the health and safety of all employees
* Perform inspection and release for investigational product labeling, investigational and commercial product and packaging components against approved specifications
* Review and approve labeling design and final proofs printed packaging materials to ensure compliance with FDA and ICH regulations
* Perform batch record reviews for all Investigational Product labeled and packaged at Northborough (or contractor) release for incoming product, components and labeling and packaging materials as needed
* Provide input, review and approve documentation for the labeling/packaging operations at contract vendors

## Qualifications for quality control

* Knowledge and adherence to all plant and job safety rules
* Ability to lift 20 lbs over the head
* AS / BS in chemistry or biological science
* Knowledge and understanding of the compendia (USP/EP/JP)
* Ability to revise documents and specifications
* Ability to function with general supervision for routine job duties