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# Example of Tech Associate Job Description

Our company is searching for experienced candidates for the position of tech associate. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for tech associate

* Drive investigations related to out of specification or out of trend results, as necessary
* Manage and archive the cGMP stability documentation
* Participate in FDA/Regulatory/Client audits as necessary
* Track, trend, and report on key quality stability performance indicators and deliverables
* Provide additional support to the QC/QA team as determined by the QC/QA Manager
* Work with other departments to develop and manage short-term stability studies on lab scale and engineering batches to support formulation and process development
* Enroll patients into the Avitrack system
* Complete Avitracks lab tracking form
* Sweep all labs into MiChart
* Work in MiChart (notes, update patient information)

## Qualifications for tech associate

* Will be required to type on a keyboard for a period of 2 – 3 hours
* Will be required to look at a computer monitor and other monitors for a period of 2 – 3 hours
* Associate’s or Bachelor’s degree in technical field (electrical engineering, computer science, or related major), or comparable work experience, will also consider military experience
* 4-5 years’ experience in Windows and Citrix support
* Well-rounded knowledge of networking (LAN, WAN, VMPLS, VLAN, Routing, Firewalls)
* Solid Citrix Legacy/Citrix VDI experience