



## Example of QC Associate Job Description

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Our innovative and growing company is hiring for a QC associate. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

### Responsibilities for QC associate

- Ensure optimisation of laboratory resources and operations in accordance with cGMP, regulatory and business requirements
- Manage the transfer of new project technologies and analytical methods
- Continuously improve analytical methodologies and laboratory systems to ensure continuing cGMP compliance and improve departmental cost efficiencies
- Effective participation in leadership or membership roles for site cross-functional teams as a representative of the QC Bioassay laboratory related to laboratory improvements and projects
- Perform routine Bioburden, Endotoxin, and environmental monitoring testing in accordance with SOPs, safety, and
- Assess compliance with BSA/sanctions related regulations and established Bank policies and procedures identify any potential and emerging BSA/sanctions/fraud risks or issues
- Directs the daily operation of a biologics QC department testing and reporting of raw material, utility, in process, and final bulk product samples to support the manufacturing of bulk drug substance
- Establishes and communicates performance objectives for QC staff that are consistent with the businesses unit goals, Quality and BDO objectives
- Defines and enforces performance measures, provides developmental feedback and coaching and creates a collaborative environment that attracts, develops and retains the best talent
- Directs the efficient and timely technology transfer of methods

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- Plan, schedule and execute periodic retain and reserve inspections in compliance with written procedures
  - Prepare and Store retain samples for raw materials and finished product samples
  - Author and review Standard Operating Procedures, technical reports, specifications, change controls as required
  - Assist in investigating any non-conformances or problems noted during the sampling/inspection process
  - Basic fundamental understanding of mathematics
  - Requires basic communication skills