



## QUALITY CONTROL ASSISTANT

**Reports To:** Quality Control (QC) Manager

### **Job Overview**

Knowledgeable of cGMP activities. Conduct and support laboratory housekeeping. Assist QC chemists and QC laboratory technician with sample preparation and glassware cleaning.

### **Responsibilities and Duties**

- Physical testing on in-process, finished product and stability samples.
- Support QC chemists and QC laboratory technician with equipment setting and sample preparation.
- Buffer/Solution Preparation
- Measuring pH, Viscosity
- Daily Balance check.
- Maintenance of chemical inventory.
- Maintenance of stability chambers.
- Monitoring and changing chart records.
- Cleaning and organizing laboratory glassware.
- Receiving and labeling the reagents and lab supplies.
- Archiving controlled documents.
- Updating chemical SDS folder.
- Other tasks assigned by QC manager.

### **Qualifications**

- 1-2 years' experience preferred, in a chemistry lab in the pharmaceutical, food, or other closely related industry.
- Ability to read and follow written procedures.
- Attention to detail.

Work Schedule: Monday to Friday, 8:30 am to 5 pm