**Job description**

The Quality Control Technician will develop and maintain assigned elements of the quality system and associated procedures as well as provide customer service as assigned.

**DUTIES INCLUDE:**

* Conducting Quality Control inspections and tests, as assigned, to support manufacturing and pharmacy operations.
* Assisting in Document Change Procedures.
* Preparing and Documenting procedures, including commercial batch record preparation and review.
* Conducting qualification and validation protocols, as assigned.
* Assist with developing and writing qualification and validation protocols and reports.
* Perform lab work as needed: LAL, Environmental Monitoring, and Bioburden, sterility testing, basic chemistry analysis, etc… according to written procedures.
* Performing work within the Quality Systems, as assigned. Examples include process monitoring activities such as reviewing and documenting instrumentation output, interacting with equipment systems, laboratory record review; and QA support such as non-conformance investigations and follow-up, etc…
* Other responsibilities: filing, typing letters, customer follow up, working with other people in the office and laboratories.
* Assure the customers needs are satisfied and help out wherever is needed.
* Other varied duties as assigned.

**MINIMUM QUALIFICATIONS**

* Education: High School Diploma.
* Experience: 0-2 years of experience in related field
* Proficient with computers and related software (Microsoft Office Professional)
* Versed in the proper use of statistical techniques and sampling plans.
* Typing and office based skills
* Excellent oral and written communication skills.
* Excellent interpersonal skills.

**PREFERRED QUALIFICATIONS**

* Education: Bachelor of Science degree in related field or comparable additional experience
* Pharmaceutical experience in an Aseptic Fill operation
* FDA/cGMP Experience
* Knowledge of pharmacy terminology and calculations.
* Appropriate professional demeanor.
* Knowledge, understanding and compliance to the dress code.
* Well organized and detail oriented.
* Ability to work independently and as a team member.
* Ability to manage multiple concurrent tasks /studies.
* High energy, enthusiastic self-starter who can work with minimal supervision.
* Good communication skills.
* Work with all McGuff employees to foster and promote quality system controls and procedures.
* Excellent customer skills
* Must be able to work various hours based on business needs.
* The position requires bending, squatting, climbing, and reaching above shoulder level.
* The position will require sitting, standing, walking, handling and manipulating objects (manual dexterity and fine finger movement).
* The position will require repetitively lifting/carrying up to 75 pounds.

**Why work for McGuff Family Companies, Inc.?**

At McGuff Pharmaceuticals, Inc., we offer excellent compensation and benefits programs that reflect our goal to be a competitive and supportive employer. McGuff Pharmaceuticals, Inc. provides a comprehensive benefits package that includes medical, dental, vision, life insurance and 401K retirement plans. In addition, McGuff values its employees and their life outside of work, which is why we offer all employees generous vacation and personal days off!