Montebello

JOB DESCRIPTION

November 17, 2014

JOB TITLE: Quality Assurance Technician

REPORTS TO: QA Supervisor & Manager

PRINCIPAL DUTIES AND RESPONSIBILITIES: Complies with all safety rules and instructions, participates in the Company training programs, and makes every effort to learn, develop, and upgrade the skills required for this job classification. Learns / understands the production process and satisfactorily completes the Examiner / Packer training program. Works well with manufacturing, and other departments, and provides timely feedback on quality issues. Meets or exceeds established quality and performance standards.

ESSENTIAL FUNCTIONS:

- Operates applicable inspection and measuring equipment and devices.
- Operates lab equipment, including mixing of applicable test solutions.
- Follows appropriate sampling plans, makes quality checks and properly records the results.
- Uses specification sheets, veloxes, etc., to identify out of specification conditions and/or substandard quality.
- Makes color standards.
- Maintains Quality Systems documentation.
- Calibrates test/inspection instruments and uses assigned computers to appropriately record required information.
- Understands and uses assigned computers and computer systems to record and/or manipulate data as required.
- Assembles complete job packages.
- Conducts training concerning quality requirements and procedures.
- Conducts audits of documented procedures and completes corresponding paper work.
- Develops a thorough understanding of GMP principles and guidelines and offers support, assistance, and guidance in achieving and maintaining GMP system.
- Conducts inspection of samples throughout the run for the purpose of product release.

OTHER JOB FUNCTIONS:

- Accept responsibility for the completeness and accuracy of all information generated and/or furnished.
- Strives to be a good team member and to promote team efforts.
- Maintains good housekeeping in their work area.
- Other duties as assigned, inside or outside the normal work area or department.