Canadian Custom Packaging

Job Description Form

Job Title:	Analytical Chemist
Reports to:	Quality Assurance Manager
Type of position:	Full time – Permanent – day shift

General Position Description:

This position is responsible for a ***wide range of quality control and control assurance activities*** relating to raw materials, packaging materials, finished products, line inspection and documentation. Quality assurance personnel must adhere to Good Manufacturing Practices Guidelines (GMP).

Key Duties and Responsibilities:

- Test: raw materials and finished products (focus on finished products)
- Calibrate equipment
- Issue lot numbers
- Conduct quality checks
- Operate lab equipment (GC, UV etc.)
- Complete lab documentation (including product release when acting as QAM designate)
- Document methodology
- Prepare samples
- Prepare reagents, test solution
- Ensure that laboratory and production equipment are maintained to a standard that is both safe and complies / conforms to all Customer, statutory and regulatory requirements.
- Critically evaluate current procedures and initiate continuous improvements while maintaining an efficient Quality Control operation
    - Prepare / modify / maintain SOP's and related work instructions

Prepare reports based on results of testing and investigations.

- Identify root causes and appropriate preventive actions including documentation of out of spec situations e.g. ***(production deviations, OOS, change control, product rework)***

Customer Complaints and Annual Reporting:

- Customer complaints; ensure complaints are examined and investigated thoroughly to determine root causes, initiate corrective/preventive measures to prevent recurrence of the problem.
    - Participate with the appropriate Regulatory body for any ***reportable situations*** including, product recalls, medical device advisory notices and ADR's, (adverse reactions to marketed health products).
    - Participate in annual reviews (APQR, ADR) consistent with applicable statutory and regulatory requirements; to produce / distribute summary reports and notify Ministry of significant change as per regulatory guidance.

Knowledge, skills and work experience requirements:

Practical experience in area of responsibility
Familiarity with pharmaceutical regulatory process and QMS, GMP, HPFBI, ISO and GLP

Key Competencies:

Proactive, organized:

Prioritizes and organizes daily work to meet overall deadlines
Manages own time to meet short term objectives

Analytically minded. Problem solver

Educational requirements:

B.Sc. in Chemistry related field (Biochemistry, Biological Science, etc.)

Please send resume (and cover letter) to: ccp@cdncustompackaging.com