

Canadian Custom Packaging

Job Description Form

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| Job Title: | Quality Control Technician |
| Reports to: | Quality Assurance Manager |
| Type of position: | Full time |

General Position Description:

We are looking for a Quality Control Technician for the primary purpose to perform a wide range of quality control, quality assurance and microbial activities related to raw materials, line samples, finished products, and environmental samples in compliance with QMS and GMP regulations.

Key Responsibilities:

- Performing routine quality assessments on all filling and packaging operations
- Ensure proper removal of previous job components and components on line reflect current job
- Ensure Lines have been cleaned and sanitized
- Check line machinery for proper working order
- Review packaging instructions for the job
- Confirm Batch code, Expiry date and location of the code
- Product name, lot numbers and batch documents compare to Hold and release stickers
- Ensure product has been released by Quality Department
- Fill weights to be checked hourly or as advised by the QA department
- Collection of samples for Retains, Microbial testing samples and chemical testing
- Collection of samples for Customer requests
- Document and report results promptly to confirm scheduled commitments
- Document inspection findings, complete detailed reports and lab documentation
- Conduct Finished Identification Testing on samples collected during line inspection
- QA inspection can also include responsibility for finished goods; to ensure shipments, pallets are properly packaged for sales and distribution.
- Ensure all decisions are based on quality assurance incorporating GMP and quality controls necessary for the product to meet the required standards
- Maintain the workplace in an organized, clean, and safe environment.
- Assist in Microbiological analysis of raw materials, in-process and finished products as required
- Assists in Media preparation, sterilization and growth promotion for entire microbiology laboratory
- Evaluate and determine the release of in-process and finished products based on micro results
- Conduct environmental monitoring of plant by microbiological analysis of environmental settle plates and potable water samples
- Interpret and log all data, trend results as required, report deviations
- Review, update QMSs and SOPs as required
- Collect micro data for cleaning validations and verifications, improvement projects, and investigations as required
- Sample, test raw materials and finished products as required
- As required, reviews independently all batch documents for sign-off by the Quality Manager
- Ensure compliance with ISO 22716, ISO 13845, GMP Guidelines and Quality Policy

What will make you successful:

BS degree in Chemistry/Microbiology or closely related science discipline with relevant technical and practical experience

1-3 years experience in a manufacturing environment preferred Strong analytical and decision-making skills

Excellent communication skills both written and verbal

Detail-oriented with a strong focus on planning and organizing tasks

Proficient in Microsoft word, excel, TEAMS, etc.

How to apply:

Candidates that meets the criteria above are encouraged to send their resume and cover letter for review to: ccp@cdncustompackaging.com.

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| Reviewed by Human Resources: | | Date: | |
| Employee: | | Date: | |