



Job Title: Quality Control Technician Department: Quality Control
Reports to: Lab & Technical Manager Effective Date: 10.3.2022

Job Summary:

Quality control technicians are responsible for testing materials and finished products to ensure they conform to all applicable laws and company standards.

Duties/Responsibilities:

- Perform routine and documented Quality Control checks on raw materials, in-process materials and finished products according to required specifications and written Standard Operating Procedures
- Provide product quality feedback to Production Supervisor and/or Lead Operator during production run. Assist with trouble-shooting where required to maintain product quality during production run
- Place products on QC hold when product quality is not within required specifications. Report QC issues to Production Supervisor, Team Lead and Technical Manager. Take corrective actions when needed
- Perform calibration of equipment as required
- Use IQMS QC Module to enter quality data as required
- Uploads Vendors' Certificate of Analysis on IQMS QC Module
- Organizes and uploads QC Test Inspection sheet on Google-drive for new production schedule
- Print out Work Order Extrusion on weekly basis or as required
- Maintain procedures and record of retain samples for future traceability
- Help maintain / improve Quality Manuals and compliance to Quality Objectives
- Must act as a back up to the other QA / Lab Technicians
- Participate in Product Development and R&D works
- Participate in employee training program
- Perform all duties safely and keep lab area clean and organized
- Perform other duties as assigned by the Lab Manager and Technical Manager

Education and Experience:

High school diploma or General Education Degree (GED)
Must possess good math/measurement skills
A minimum of 1 year QC experience a plus

Physical Requirements:

Ability to stand for prolong time, walk and use hands to hold or operate objects, tools or controls. Able to reach with hands and arms, kneel, bend, crouch, climb ladders/stairs and twist body if necessary.