

Singota Solutions

JD146

Job title: Pharmaceutical Development Intern

Department: QC/DEV

Location: Bloomington, IN

Position Type: part-time, <30 hours/week, 1st shift

General Description:

Participates in the Quality Control and Development function for the company including pre-formulation, formulation process, and analytical development activities. Collaboratively supports functions with respect to raw material, release, and stability testing. Specifically:

1. Execute analytical methods for development, qualification, testing, and validation protocols following written protocols, SOPs, and directions from other lab scientists and management.
2. Operate various lab instruments and equipment including (but not limited to): pH, Lab-ware washers, Autoclave, Laminar Flow Hoods, balances, and other equipment and various wet chemistry techniques.
3. Perform quality control analyses following formal written documentation including SOPs or other analytical requirements.
4. Record work conducted and findings according to company documentation SOPs.
5. Comply with company and laboratory quality and safety management systems including requirements for documentation, training, system uses, SOPs, and processes.
6. Self-motivated to work on an independent project, meeting goals, and deliverables of project.
7. Communicate with others to ensure understanding of project deliverables, timelines, and analytical methods.
8. Characteristics required include:
 - Customer service oriented
 - Positive attitude and good judgment – reflective of company values
 - Ability to understand and follow instructions; read and follow written SOPs
 - Ability to understand and communicate effectively with written, oral, and presentation formats
 - Ability to effectively work in a team environment
 - High degree of trustworthiness, job dependability, and personal integrity
 - Time management, project management, customer service, and organizational skills

Skills and Physical Activity Requirements:

1. Excellent skills in MS Word, Excel, Outlook and the ability to effectively learn other computer programs.
2. Ability to quickly learn operation of laboratory instruments with normal training and access to manuals.
3. Ability to read computer displays.
4. Ability to work in both office and laboratory environments requiring sitting and standing.
5. Manual dexterity and eyesight commensurate with wet chemistry analytical techniques.
6. Must wear personal protective equipment including protective gloves, lab coats, and safety glasses or face shield at times.

Education and Work Experience

1. High school graduate
2. Progress made towards a science or engineering based college degree (e.g. chemistry, biology, etc.)

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