Singota Solutions
JD161

Job title: Associate Quality Control Analyst
Department: Quality Control**/**Development
Location: Bloomington, IN
Position Type: Full-time, 40 hours/week, exempt

General Description including Skills and Physical Activity Requirements:
Support the Quality Control function with respect to raw material, in-process, release and stability testing. Collaboratively participates in Development functions for the company including pre-formulation, formulation, process and analytical development activities. Specifically:

1. Operate various lab instruments and equipment including (but not limited to): Karl Fisher, pH, HPLC, FTIR, UV-VIS, DSC, TOC, Lab-ware washers, Autoclave, Laminar Flow Hoods, Bio-Hazard Hood, Microbalances, and other diverse lab equipment and various wet chemistry techniques.
2. Perform quality control analyses on a variety of equipment following formal written documentation, including SOPs, client methods, and compendial requirements.
3. Collaborate on the development and execution of analytical methods for development, qualification, testing, and validation. Work on protocols following written protocols, SOPs, and directions from other lab scientists and manager.
4. Follow company documentation SOPs to record and summarize laboratory findings in formal analytical methods reports.
5. Communicate project status to Pharmaceutical Scientists, QC/DEV Management, and Project Management personnel.
6. Review experimental data, analytical data, and laboratory reports for accuracy.
7. Record and summarize work conducted and findings per company documentation SOPs.
8. Comply with company and laboratory quality and safety management systems including requirements for documentation, training, system use, SOPs, and processes.
9. Monitor usage of laboratory supplies and chemicals, including glassware, equipment, materials, client drug substance/product, and excipients, and assist with material purchases.
10. General support by performing multiple tasks both inside and outside their department to meet the needs of the business.
11. Technical writing ability to be or become the lead author on lab reports, SOPs, SC/PM documentation.
12. Characteristics required include:
    - Customer service oriented
    - Positive attitude and good judgment – reflective of company values
    - Ability to learn quickly
    - Ability to understand and follow instructions; read and follow written SOPs
    - Ability to perform processes per SOPs and Instructions
    - Excellent communication skills – oral and written
    - Ability to effectively work in a team environment
    - Trustworthiness and personal integrity – able to maintain a high degree of confidentiality
    - High degree of job dependability
    - 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. Familiarity with and the ability to quickly learn operation of standard laboratory instruments with normal training and access to instrument 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 Requirements:

- BS in Chemistry / related discipline
- Minimum of one year of relevant formulation, analytical testing, or academic experience
- Greater than one year pharmaceutical and/or life science experience preferred, including experience in a

contract service organization

Singota Solutions is an Equal Opportunity Employer