



## Job Description

**Job Title:** Quality Assurance Technician – 2<sup>nd</sup> Shift  
**Department:** Technical Services  
**Reports To:** Quality Director  
**FLSA Status:** Hourly, Non-Exempt  
**Revision Date:** January 2012

**Summary:** The Quality Assurance Technician is responsible for testing, approving, or rejecting raw materials, components, in-process materials, and final products.

### Essential Duties and Responsibilities:

- Perform in-line production audits to confirm the product meets set standards by verification of critical processing parameters.
- Perform scale checks to verify that scales are operational and accurate.
- Perform inspection of finished goods to ensure the product meets or exceeds the standards set for that product.
- Perform finish goods testing to ensure the product is within acceptance range defined for that product.
- Manage and maintenance of our Finished Goods Retain program.
- Perform in-coming inspections on raw material and packaging items as needed to support production on second shift.
- Various other functions and projects that will support the production staff of second shift in any and all quality needs.
- Other duties as requested or required.

### Qualifications:

- Associates Degree preferred but not required.
- 3-5 years experience in QA/QC preferable but we are willing to train the right individual.
- Basic knowledge of lab equipment is a plus.



- Strong communicational and organizational skills a must.
- Strong computer skills with experience in Excel.

**Personal Characteristics:**

- Works well in a team environment as well as independently.
- Self motivated, goal oriented, and consistent.
- Attention to detail is a must.
- Decisive and practical thinker.
- Ability to remain calm and effective under pressure.