



JOB DESCRIPTION

Job Title: QC /Regulatory Chemist
Department: Quality Control
Employment Type: Full-Time
FLSA: Exempt
Education: Bachelor's Degree

SUMMARY:

The Quality Control/Regulatory Chemist will be responsible for QC functions.

ESSENTIAL FUNCTIONS and RESPONSIBILITIES:

- Schedule, Plan, Coordinate Stability samples as per the procedure.
- Initiation of stability protocols and maintain Stability log.
- Testing and documentation of Stability samples as per the protocol.
- Performance of Internal calibration and documentation of laboratory instruments.
- Preparation of new standard operation procedures (SOPs), Test Procedure, Specifications.
- Updating of all existing SOPs, Test Procedures and Specifications as per their current requirements.
- Responsible for the providing support to any investigation regarding Lab deviation or Non-conformance, out of specification and change control procedure.
- Recommending courses of remediation to help the company achieve necessary levels of compliance.
- Responsible for the following GMP's, GLP's and safety policies.
- Maintaining a deep understanding of new and existing regulations that may impact company.
- Preparation and execution of IQ, OQ & PQ for QC related equipment's.
- Preparing for and facilitating third-party audits as necessary
- Maintaining regulatory documents database.
- Performs other job-related duties as assigned by supervisor.

SKILLS & KNOWLEDGE:

- Knowledge of skin care industry.
- Excellent oral and written communication skills.
- PC literate in various databases.
- Detail-oriented.
- Strong organizational and multi-tasking skills
- Excellent interpersonal skills
- Must work well with others or alone, under minimal supervision
- Must perform well under pressure and deadlines