**Aurora Pharmaceutical LLC**

**Job title: Quality Assurance Associate**

**Supervisor: QA Manager**

**Overview:** Obtains samples of raw materials, work in process, finished products, stability products, water and environmental factors. Records data. Maintains electronic and paper archives. Supports QA activities

**Duties:**

* Maintains and organizes QA document control system\*
* Maintains and organizes training databases\*
* Reviews and archives batch records, cleaning records and daily/monthly logs\*
* Issues batch and cleaning records\*
* Samples raw materials\*
* Tracks and documents reserve samples\*
* Performs deliverable volume testing\*
* Performs line clearances\*
* Performs finished product QA inspections\*
* Samples packaging material, in process and finished products\*
* Maps and records data\*
* Logs, delivers and pulls retains\*
* Maintains inventory of stability samples\*
* Labels stability samples\*
* Supports QA and Regulatory Affairs for submissions and audits\*
* Reviews packaging labels\*
* Accurately maintains laboratory data and logs\*
* Accurately interprets and reports results\*
* Collaborates in cross-functional teams\*
* Follows all Aurora Pharmaceutical policies, procedures, SOPs, regulations and the employee handbook\*
* Follows designated work schedule\*
* Meets deadlines\*
* Assumes additional responsibilities as requested\*
* Accepts and acts upon supervisory directions
* Demonstrates flexibility, i.e. willingly takes on new tasks\*
* Meets the following physical requirements:

Sits, stands, walks 80% of the time\*

Less than 20% of the time, lifts containers or pushes a cart with 30-100 lbs\*

(\*denotes essential job functions)

**Knowledge, Skills & Abilities:**

* Strong organizational skills
* Strong word and excel skills

**Education and Experience:**

* Bachelor’s or associates degree in biology, animal science, or biological sciences
* Or 3 years’ experience in a technical role
* Degree in microbiology or biochemistry preferred

This job description is subject to change at the sole discretion of Aurora Pharmaceutical.