

## **Quality Control Laboratory Technician III**

### **Position Summary**

Quality Control Laboratory Technician III reports to the QC Laboratory Manager and is responsible for in-process/final Q.C. testing of Bio-Techne products and verifies that product specifications are met. Technician III conducts all new test processes transferring out of R&D as part of the commercialization phase of the product lifecycle, including instrument validations, routine lab maintenance activities, sustaining sufficient laboratory and process inventories and conducting device history record review are also required.

### **Key Responsibilities**

- Write and update Standard Operating Procedures via the change order process to remain current with accepted practices and process improvement implementations.
- Write nonconforming material reports
- Participate in instrument validations including but not limited to; writing protocols and reports, taking responsibility to see validations through to completion.
- Conduct Final Quality Control testing for all products using instrumentation to verify process and product compliance to specifications.
- Conduct Device History Record Review and Lot Release (C of A) to verify compliance to product Device Master Record.
- Execute daily calibration and quality control testing of laboratory instrumentation prior to utilization in manufacturing or QC processes.
- Perform routine maintenance of laboratory instrumentation to ensure high performance and minimize down time.
- Perform daily monitoring of temperature controlled areas using calibrated devices to ensure adherence to product and process claims.
- Conduct stability testing using specific protocol steps to ensure product performance claims.
- Order lab supplies as required to maintain testing requirements and minimize downtime.
- Assist in the training of employees to expand resource pool (or as part of new hire).
- Review instrument quality control and maintenance logs monthly in an effort to identify performance issues (shifts or trends).
- Review of temperature and environmental monitoring records to verify adherence to product and process specifications.
- Conduct any testing or tasks as requested by management.

### **Qualifications**

A two or four year degree in a math/science related field is preferred. Five years of experience in a related field in a GMP facility and knowledge of standard laboratory procedures is required. Must have excellent writing skills. Must be capable of managing multiple tasks and able to work independently. Must possess good interpersonal skills and be detail oriented. Experience with personal computers and Microsoft Word and Excel is required. Availability for overtime and weekend work is required.

**Physical Requirements**

- Lifting of smaller boxes less than 20 lbs
- Ability work while standing at laboratory bench for long periods of time.
- Ability to focus on required work.