



Job Title: QA Inspection Officer

Company Overview

TECHLAB®, Inc. was founded in 1989 by scientists from the Virginia Tech Anaerobe Lab, one of only three institutions in the world dedicated to the study of anaerobic organisms. In the late 1970's and early 1980's, research headed by Dr. Tracy Wilkins began on *Clostridium difficile* and its toxins.

Today the company develops, manufactures and distributes intestinal diagnostics worldwide retaining an emphasis on science and collaborations with universities. Products are focused in the areas of intestinal inflammation, antibiotic associated diarrhea and parasitology. Research continues on markers of intestinal inflammation, the toxins of *Clostridium difficile*, amebiasis and vaccine development. TECHLAB®, Inc. has ISO 13485 certification along with FDA registration. For more information, visit www.techlab.com.

Job Summary

The QA Inspection Officer is responsible for confirming that supplied products meet the requirements of the TECHLAB quality system. The QA Inspection Officer reports directly to the QA Manager.

Work Activities

- Visual inspection, review and release of Raw Materials
- Initiate Supplier Defect Notes (SDNs)
- Initiate Variances, Concessions and Quality Alerts
- Create, review and apply QA Hold Labels and Accepted Labels
- Initiate and route Document Circulation Requests (DCRs)
- Inspection of Finished Goods/Packed Kits
- Batch Review of Coded Label MBRs
- Release of Finished Goods, as needed
- Maintain Visual Inspection Standards binders
- Complete projects as assigned by QA Manager

Tools and Equipment Used

Ensur document processing system
Microsoft Office Suite

Job Context

TechLab® maintains a climate-controlled environment for the job of QA Inspection Officer. An employee in this position must be able to lift upwards of 30lbs. A typical workweek is Monday through Friday 8:00 to 4:30 or 8:30 to 5:00. Overtime is occasionally necessary with or without advance notice.

Minimum Qualifications

High School Diploma or equivalent