



**Job Title:** Pharmacy Technician, Quality Control

**Supervisor:** Pharmacist

**FLSA Status:** Non-Exempt

**Compensation:** Commensurate with experience, medical/dental, holiday and paid time off after successfully completing introductory period, 401k

**Summary:** The role of Quality Control Technician is a diverse, challenging, and rewarding position at Stokes Pharmacy. This position is responsible for working collaboratively with other Pharmacy Technicians in the Quality Assurance and Quality Control department to ensure the highest quality product is delivered to the consumer.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Maintain quality standards by approving incoming materials, in-process production, and finished products
- Approve finished products by confirming specifications and conducting visual and measurement tests
- Receive, store, and log in samples for testing analysis
- Document inspection and testing results by completing QC reports and logs
- Ensure all quality issues are resolved and monitor trend data and reports to ensure continuous improvement and identify additional opportunities to improve
- Research current Quality/Regulatory requirements
- Create and refine existing quality control systems with supervisor from the Quality Control supervisor
- Conduct internal audits of processes, systems, and procedures
- Resolve issues relating to product or production quality
- Oversight of validation projects (i.e. equipment, facility, methods, and process), deviation investigations, and CAPA
- Review of draft and executed batch record, release of pharmaceutical products, and QA review and approval of product label proofs
- Initiate SOP revisions as needed to assure compliance and continuous improvement of the overall operation
- Ensure all Quality related documents generated at the facility are received by document control at the appropriate time per procedure

**Qualification Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High school diploma or general education degree (GED)

- Compounding, cGMP, and/or laboratory experience preferred but not required
- Must be capable of wearing all protective gear (gown, hair bonnet, mask, beard cover, gloves, goggles)
- Must be able to follow gowning/garbing procedures (cannot wear makeup, must remove jewelry before sterile compounding)
- Must possess strong verbal, written, and oral communication skills; must be able to work independently or with a team; must possess problem-solving skills
- Recognizes priorities and takes action; makes productive use of time
- Must exhibit punctuality and low absenteeism
- Able to sit and/or stand 8-10 hours or more per day if needed
- May need to lift up to twenty-five (25) pounds on occasion

**Requirements upon hire (within 90 days):**

- PTCB Certification
- NJ Pharmacy Technician License

**DISCLAIMER:** The above job description is intended to describe the general nature and level of work being performed by employees assigned to this job. It is not designed to capture or illustrate a comprehensive list of all responsibilities, duties, and skills required of employees assigned to this job.

**EQUAL OPPORTUNITY EMPLOYER:** Stokes Pharmacy is an Equal Employment Opportunity and Affirmative Action Employer.