



<b>Job Title</b>	Quality Assurance/Quality Control (QA/QC) Manager
<b>Reports To</b>	Director of Processing, Edibles

### **Job Purpose**

The QA/QC Manager assures consistent quality of production by developing and enforcing good, automated manufacturing practice (GAMP) systems; validating processes; providing documentation; managing staff.

### **Duties and Responsibilities**

The essential functions include, but are not limited to the following:

- Accomplishes quality assurance human resource objectives by recruiting, selecting, orienting, training, assigning, scheduling, coaching, counseling, and disciplining employees; communicating job expectations; planning, monitoring, appraising, and reviewing job contributions; planning and reviewing compensation actions; enforcing policies and procedures.
- Achieves quality assurance operational objectives by contributing information and analysis to strategic plans and reviews; preparing and completing action plans; implementing production, productivity, quality, and customer-service standards; identifying and resolving problems; completing audits; determining system improvements; implementing change.
- Meets quality assurance financial objectives by estimating requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
- Develops quality assurance plans by conducting hazard analyses; identifying critical control points and preventive measures; establishing critical limits, monitoring procedures, corrective actions, and verification procedures; monitoring inventories.
- Validates quality processes by establishing product specifications and quality attributes; measuring production; documenting evidence; determining operational and performance qualification; writing and updating quality assurance procedures.
- Maintains and improves product quality by completing product, company, system, compliance, and surveillance audits; investigating customer complaints; collaborating with other members of management to develop new product and engineering designs, and manufacturing and training methods.
- Prepares quality documentation and reports by collecting, analyzing and summarizing information and trends including failed processes, stability studies, recalls, corrective actions, and re-validations.

- Updates job knowledge by studying trends in and developments in quality management; participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Enhances department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

## Qualifications & Skills

These are the qualifications that are necessary for someone to be considered for the position.

Qualifications include:

- Bachelor's degree (preferred)
- 3 years in a related role
- Prior work experience in a laboratory setting or production environment would be desirable
- Must be detail oriented with an eye on process improvement and optimization
- Ability to work in a fast-paced environment, multitask, and to be flexible
- Must understand OSHA guidelines for workplace safety and hazardous chemicals
- Compliance and understanding of cGMP guidelines
- Strong leadership abilities
- Must meet badge requirements of the MMCC
- Excellent verbal and written communication skills
- Prior work experience in a manufacturing setting is highly preferred
- Strong organizational skills
- Ability to work well under pressure
- Must demonstrate strong team skills
- Self-motivated and detail oriented

## Working Conditions/Physical Requirements

- Exposure to low humidity environment
- Extremely active and physically demanding; position requires ability to move quickly and efficiently, ability to push and pull carts, carry items weighing 70+ lbs., ability to lift items overhead; ability to maintain briskly paced production environment.
- Work environments that include exposure to, but not limited to odors, indoor AC, motion, noise, protective gear, vibrations, and water.
- This position will be required to adhere to all current COVID19 safety regulations that are in place including but not limited to: wearing a face mask **at all times**, maintaining social distance at all times as well as observing all other company policies.
- Stand for 6+ hours at a time.
- Bend, squat and stoop, twist and bend the neck and waist and reach above and below shoulder height to grasp objects.
- Use hands for repetitive grasping, pushing, pulling, and fine manipulation.

## Direct Reports

- None