Melaleuca, Inc.
Position Description

Job Title: IP- QA Analytical Lab Technician I (10679)  Date: 4/24/12
Department: Quality Assurance  Reports To: Analytical Lab Manager

Job Summary
Perform chemical analysis of ingredients, bulk product and stability study samples to support formulation and production, research and development, and quality assurance responsibilities.

Reasonable Accommodation
Essential duties, responsibilities, and qualifications of the job can be performed with or without reasonable accommodation and without posing a direct threat to him/her self or others.

Duties and Responsibilities

Essential
• Perform quantitative analysis of bulk finished products
• Perform quantitative analysis of incoming ingredients
• Perform quantitative analysis of stability study samples
• Perform quantitative analysis of process validation study samples
• Performs quantitative and qualitative analysis of R&D study samples as needed
• Tests process water to ensure compliance with written specifications
• Maintain detailed records of all analyses performed
• Report results to appropriate databases
• Maintain organization and cleanliness of lab and lab supplies
• Process ingredient approvals
• Assist with methods validation
• Participate in analytical assay SOP revisions

Additional
• Performs other duties as assigned or needed

Supervision of Others
• None

Minimum Qualifications

Essential
• Associates degree in chemistry (or equivalent college credits)
• Basic knowledge in the use of typical analytical instruments, including but not limited to GC, HPLC, ICP, FT-IR, UV/Vis and titrators
• Basic knowledge of FDA GMP regulations
• 0-2 years hands on experience in the analysis of chemical compounds
• Ability to perform the essential duties and responsibilities with efficiency and accuracy
• Ability to make and record detailed observations
• Ability to work with minimal supervision
• Strong written and verbal communication skills
• Ability to work on multiple tasks in a fast-paced setting
• Computer skills
• Ability to work under stress
• Sit with intermittent walking
• Manual dexterity for such duties as stapling, collating, sorting, filing, typing, writing, etc
• Communicate (hearing & speech) with individuals in person and by phone
• Visually read reports, computer screen, etc.

Additional
• Ability to climb stairs
• Ability to lift 30 lbs