

## **JOB DESCRIPTION**

### **Position - QC Analyst**

#### **KEY DUTIES AND RESPONSIBILITIES:**

1. Perform analysis and tests of drug products, raw materials, in-process materials, release test samples, stability samples, packaging materials, quantitative assays on samples, and/or finished products from manufacturing, to ensure quality standards and compliance with established specifications.
2. Preparation of reagents/diluents/ dissolution media as per STP.
3. Perform a various qualitative tests or qualitative assays on samples using modern and automated instrumentation.
4. Utilize electronic laboratory information systems such as LIMS for acquisition and processing of analytical data.
5. Assist in maintenance and calibration of test instruments per specifications.
6. Responsible for the accurate, timely and compliant execution of assigned projects, analytical testing and related documentation.
7. Knowledge of analytical chemistry, chromatography (HPLC/GC) and drug dissolution testing.
8. Familiar with LIMS, and reporting of any observed results that do not meet the requirement [OOS/OOT/Deviation] for further investigation.
9. Destruction of expired finished products/ raw material samples as per SOP and recording the same in the register.
10. Ensure real time documentation.
11. Maintain data integrity and appropriate traceability.

#### **COMPLIANCE AND QUALITY**

- Thorough knowledge and understanding of BP, USP, cGMP and FDA guidelines.
- Maintain a clean and safe work environment and follow safety procedures and policies.
- Create and maintain lab record documentation (notebooks and computer based) per GMPs

#### **Qualifications**

#### **EDUCATION & EXPERIENCE**

Degree / Diploma in Science related discipline.

Minimum 2 years of experience in a pharmaceutical environment