



Quality Control Analyst

At Porex, a company in the Filtration Group's Life Sciences Division, innovation is our foundation. Together, we continue to build and grow as a porous materials industry leader and innovator. We are on a mission to making the world safer, healthier and more productive. Guided by our core values, we thrive in an environment where we are challenged to create solutions, produce innovative products and make a difference. Our team is driven by trust, bias for action and entrepreneurial spirit. Together, we are on a journey to make positive, meaningful changes every day.

The Quality Control Analyst (QCA) is responsible for meeting all Customer expectations on Delivery and Quality of all products manufactured for the Richmond - Porex site. Also, responsible for implementation and record keeping of the plant quality procedures for the site and assure the site team members are trained and adhering to the quality procedures.

Job Functions include but are not limited to:

- Responsible for ISO document control.
- Create, revise and own work instructions
- Construct and maintain operational SOP's.
- Oversee and manage training documents for all Operations position
- Manage & own all aspects of Certificate of Conformance; Certificate of Analysis data
- Manage bill of material files
- Provide administrative support to Quality department.
- Update and execute the Internal Audit process.
- File and delegate issues from process and safety audits.
- Manage logs and initial communications for customer complaints and ISO NCR's.
- Assist with scheduling entertainment for audits and visitors (Lunches, dinners etc.)
- Develop and maintain training matrix for production and partner with HR
- Maintain awareness on company policies
- Maintain awareness on company objectives for ISO 9001 (QMS), ISO 14001 (EMS) and OHSAS 18001 (Health & Safety Management)
- Support the Company's continuous improvement initiatives
- Live the core values of Bias for Action, Trust and Entrepreneurial Spirit.
- We all pitch in at Porex, Filtration group, so it's also required that this role lend a hand to perform other duties as assigned.
- Travel may be required

Education:

Associates Degree with focus on areas of science, engineering and/or business administration.

Experience:

- Minimum two (2) years of experience in related industry (Life Sciences/Pharmaceutical)
- Highly competent in Microsoft Office, detail oriented, team player, and ability to multi-task

Other skills and abilities:

- Understanding of FDA's Quality System Requirements, 21CSR820, ISO 9001 and ISO 13485.
- Excellent oral and written communication skills.
- Practical knowledge lean manufacturing, Six Sigma and team problem solving.
- Microsoft Office Suite skills including Excel and PowerPoint.

Physical/Mental Requirements

Physical Demands Medium Work - Lifting of 50 pounds maximum.

To apply for this position, submit your resume online to: [Quality Control Analyst](#)

Porex is an equal opportunity employer and makes employment decisions without regard to race, gender identity, sexual orientation, disability, or protected veteran status.