

Quality Control Technician

Job description

This position will provide support for the Laboratory Team and Plant Team by conducting routine product testing and small batch making.

Key Duties and Responsibilities

- Perform daily raw material and finished goods quality control checks and record data in a database
- Evaluate new, updated and competitor products and prepare reports on the results
- Prepare written reports upon completion of all analysis and deliver to the appropriate personnel
- Prepare product samples for verification of QC specifications, process testing or verification projects
- Log incoming experimental raw materials and competitor samples into database; maintain SDS and Certificate of Analysis records
- Maintain well-documented records of all experiments and tests in a laboratory notebook
- Maintain inventory of routine lab supplies and lab raw materials
- Maintain routine test equipment operability; glassware and lab housekeeping
- Support ISO procedures for the production and laboratory areas
- Lead Safety Guidelines in facility, walk through inspections, fire drills etc
- Assist Plant Team when needed
- Perform other related duties as required and assigned

Key Requirements

Education and Experience:

- Minimum High School diploma
- 1-2 years work experience

Abilities and Skills:

- Excellent attention to detail
- Familiar with standard concepts, practices, and procedures and basic knowledge of statistics
- Microsoft Excel, Word, Outlook
- Good written and verbal communication skills

IRMCO Offers:

- Competitive salary, commensurate with experience
- Comprehensive benefits package including:
 - Medical
 - Dental
 - Vision
 - 401(k)