Quality Control Laboratory Supervisor

Classification – Exempt

Management or Non-Management – Management Full-Time

Job Description

Summary/Objective

The Quality Control Laboratory Supervisor is responsible for directing laboratory operations, managing quality control and quality assurance, while ensuring testing complies with industry and regulatory standards, while operating within a manufacturing environment.

Essential Functions

1. Enforce adherence to the laboratory management systems and regulatory standards; in alliance with other quality management systems
2. Act as point person for laboratory audits; provide audit support for multiple regulatory bodies
3. Manage the workflow of samples from internal sources, as well as 3rd party customers
4. Supervise daily operations of the quality control laboratory including personnel schedules, sample handling, and laboratory processes including microbial enumerations.
5. Manage test result reports, review, and analysis. Act as the authority for the interpretation and authorization of results, authorize statements of conformity and COA creation and approval.
6. Maintain accurate documentation and manage record keeping.
7. Maintain all systems within the laboratory management system. Provide training and updates to SOPs as needed
8. Monitor and maintain the sanitation of the laboratory.
9. Ensure laboratory service provider information is up to date and renewals are requested
10. Provide backup support for laboratory technicians as needed.
11. Provide technical guidance and ensure personnel are following procedures
12. Implement continuous improvements of the laboratory testing system and instrumentation.
13. Provide communication to external customers and collaborate with other departments.

14. Ensure expectations and deadlines are met.
15. Collaborate with the Quality and R&D departments to develop, modify, verify, and validate methods.
16. Purchase supplies/materials/equipment as needed; adhering to the annual laboratory budget

Competencies

1. Proficient understanding of probiotics, microbial enumerations and testing methods
2. Excellent organizational skills; the ability to delegate responsibilities
3. Strong problem solving/analytical skills
4. Excellent time management skills
5. Strong collaborative nature; willingness to work through/solve problems
6. Willingness to obtain Internal audit certification if not already obtained
7. Willingness to obtain PCQI certification if not already obtained

Supervisory Responsibility

The position will require supervising the quality control laboratory personnel. Will need to communicate duties, delegate responsibilities, as well as managing the testing schedules for the department.

Work Environment

While performing the duties of this job, the employee is exposed to non-hazardous chemicals and bacteria (including limited BSL2 pathogens) on a regular basis. Some exposure to high/low temperature equipment.

Physical Demands

This is a position that often requires standing for long periods of time. Some tasks can be performed from a seated position. The use of fingers, hands, and arms is required. The ability to see and hear is also required. The occasional lifting of 20 lb. or more may be required. The ability to bend at the waist, or crouch on occasion may also be needed.

Position Type/Expected Hours of Work

This is a full time/1st shift position. Hours may be variable, based on demand. Additional hours may be expected during peak periods.

Travel

Minimal travel for this position may be required, on occasion.

Education and Experience

1. Bachelor's degree in a science required, with a major focus on microbiology is preferred; or similar work experience is required.
2. Preference would be given for 5-7 years of QC lab experience in the food, supplements, or probiotics industries
3. Experience working in an ISO 17025 accredited lab is beneficial
4. Previous supervisory experience would be an asset