CHEMI PHARMACEUTICAL INC.

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JOB DESCRIPTION

CHEMIST II

PURPOSE:

Assures Quality of Client Products by inspecting and analyzing materials, in-process samples, in process validation and finished products using Good Manufacturing Practices to ensure adherence to all corporate and regulatory standards.

RESPONSIBILITIES:

1. Maintain laboratory equipment performance by performing daily verification of laboratory equipments as per company's SOPs. Also maintaining simple laboratory equipments described under the responsibility of Chemist I and major equipments including not limited HPLC, GC, ICP-MS, Microwave oven according to company's SOPs and manufacturers' guidelines; training analysts in the use and maintenance of laboratory equipment; performing daily verification of laboratory equipment; calibration of some equipment as required.
2. Maintain quality results by performing physical and wet chemistry tests according to the training matrix and document results according to cGMP standards and company's SOPs. Chemist II should be able to perform tests in respect to: assays and related substances by HPLC, assays related substances and residual solvents by GC, elemental analysis by ICP-MS, standard qualification, method validation studies, method transfer and verification studies according to quality and customer service standards. Chemist II should also be able to do documentation of results according to cGMP standards, prepare validation or verification protocol, validation or verification reports, method transfer reports and test methods. Chemist II should be able to assist in investigations of OOS results, deviations and CAPA; participating in self-inspections; train Chemists I on methodology training and contribute and assist with any other assignments/tasks as per the QC Laboratory Manager or designates discretions and/or as required.
3. Complete operational requirements by completing analytical testing to meet the weekly schedule; performing lab duties; performing peer reviewing, maintaining laboratory supplies inventory and reference standards. Chemist II should have the ability to multi-task and prioritization of tasks as per instructions.
4. Implement of New Programs, Tests, Methods, Instrumentation and Procedures by performing parallel testing. Also should be able to participate in the preparation of Quality documents including, not limited to QDRs, OOS, CAPA, Change controls, SOPs and test methods as required.
5. Maintain laboratory information system by testing; recommending improvements; training employees; maintaining security and confidentiality.
6. Maintain Professional and Technical Knowledge by attending workshops and training courses; attending in-house SOPs and GMP training as per company's Training Matrix; receiving training on the operation of laboratory equipment and systems.
7. Contribute to team effort by working in a team environment within the laboratory, assisting with initiatives and actively participates in projects and team meetings.
8. Maintains a safe and healthy work environment by following all safety policies, maintain a clean and orderly work area and reporting any potentially unsafe conditions within the workplace.

EDUCATIONAL/EXPERIENCE REQUIREMENTS:

- An associate with a minimum of diploma or a university degree in chemistry or related discipline.
- A minimum of THREE year experience in a pharmaceutical laboratory required.

Please, e-mail your resume to mail@chemipharmaceutical.com
or fax: (905) 670-8006
Only qualified candidates selected for an interview will be contacted.