**OXFORD PHARMACEUTICALS, LLC**

**Job Description**

**Quality Control – Laboratory Technician**

Oxford Pharmaceuticals is a solid dose pharmaceutical company, currently seeking candidates for the position of **Quality Control** **Laboratory Technician** to join the team at its facility in Birmingham, Alabama.

**Summary:**

Performs a variety of general laboratory duties necessary for the efficient operation of the Quality Control laboratory.

**Essential Job Functions:**

* Cleaning of laboratory glassware.
* Research vendors, availability, pricing, and lead times for various laboratory supplies.
* Request quotes from vendors and track shipments after submission of purchase orders.
* Receive all laboratory packages from the warehouse and update the inventory of laboratory supplies.
* File all documentation related to laboratory chemicals, reagents and standards received.
* Ensure all glassware, standards, chemicals, reagents, and flammable solvents are stored in designated locations.
* Assist with the receipt and tracking of laboratory samples.
* Assist laboratory analysts with Environmental Monitoring, per company procedures.
* Ensure all laboratory equipment is within calibration and provide calibration records to the Engineering department.
* Perform routine checks on eyewash stations and safety showers.
* Must be able to wear a respirator while handling flammable liquid waste containers for disposal from the lab to a designated location, on a weekly basis. Make sure all hazardous laboratory waste is stored in a secure location until it is ready for disposal.
* General laboratory housekeeping to ensure all areas of the lab are well organized and free of clutter.
* Other duties as deemed necessary by laboratory management.

**General Requirements and Skills:**

* Must be able to follow Standard Operating Procedures (SOP’s), Current Good Manufacturing Practices (cGMP’s), Good Laboratory Practices (GLP’s), FDA/DEA/OSHA regulations.
* Must be familiar with general laboratory safety and procedures.
* Knowledge of the following instruments/equipment: Analytical balances, pH meters, ovens, and centrifuges.
* Ability to work with different types of chemical solvents, using proper personal protective equipment (PPE) as defined by the standard operating procedures.
* Must be able to keep accurate, complete, and legible records.
* Must have good time-management skills.
* Must have basic computer knowledge and ability with applications such as Microsoft Office and Excel.
* Strong interpersonal, writing, and multi-tasking skills, with the ability to work as a team.
* Must possess basic mathematical ability.
* Must follow all facility policies and procedures, safety regulations, and gowning requirements.
* Must be able to stand/walk for extended periods of time and can lift up to 25 pounds.

**Minimum Educational Requirements:**

Associates Degree, or currently taking coursework towards a degree, in Chemistry, Biology, Microbiology, Chemical/Biomedical Engineering, or other Life Science.

**Preferred Experience:**

1-2 years work experience in an industrial or academic laboratory.