

**POSITION:** Quality Auditor

**SHIFT:** Days & Afternoons available

***Interested applicants should submit their applications/cover letters/resumes to [careers@apollocorp.com](mailto:careers@apollocorp.com).***

## **Position Overview**

- Audits processes to maintain process control
- Performs analytical testing of products
- Provides guidance/training as required
- Completes all product sampling requirements
- Ensure that all standards and product specification requirements are met prior to shipment of finished goods

## **Responsibilities & Duties**

- Audit on-line processes to ensure product specific requirements are met & completed
- Record audit results on a timely basis.
- Provide guidance including on-line training to maintain process control when required.
- Review Statistical Process Control Charts (SPC) & production Fill Sheets.
- Ensure that all batches and finished product meet Customer & QC standards prior to filling and shipping.
- Perform required testing & complete documentation requirements.
- Ensure that all analytical test results are within the acceptable range specified on the Certificate of Analysis forms.
- Issue, assign & supervise process corrective action for rework.
- Generate reports as required including Rework, On-Hold & Rejection reports.
- Ensure line startups are audited
- Ensure all product-sampling requirements including identification, documentation & storage of samples e.g. Legal Retain, Line Standard, Micro, Customer, PLMA etc are completed on a timely & orderly basis.
- Ensure all Customer requirements for documentation & product sampling plan etc are completed & dispatched on a timely basis.
- Ensure Micro testing samples including any documentation are completed & dispatched to external laboratory in an orderly & timely basis.
- Maintain an orderly filing system.
- Adhere to all QA/QC and Company policies and procedures including health and safety.
- Follow all procedures and wear personal protective equipment as outlined in the health and safety manual.

## **Education & Experience**

- Post-secondary education in an applicable field required.
- Strong English communication skills (written and verbal).
- Ability to work and multi-task in a fast-paced environment and meet strict deadlines.
- Good interpersonal skills to ensure the quality of production.
- Demonstrated experience in performing in-line quality checks and performing various finished good tests.
- Highly proficient in Good Manufacturing Practices (GMP) requirements.
- Must be able to work in a team oriented environment with the ability to influence others to attain results.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Duties outlined on this job description may not be all-inclusive, and can be modified at any time if requested by management. Apollo is committed to providing accommodations for people with disabilities in all parts of the hiring process. Apollo will work with applicants to meet accommodation needs that are made known to Apollo in advance.

Interested applicants should submit their updated resume and application form to the Human Resources Department prior on or before the posting deadline closes. We thank all applicants for their interest however only those meeting the minimum qualifications will be interviewed.