



**POSITION:** Quality Lab Technician

**SHIFT:** Afternoons Available

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

### **Position Summary**

- Perform analysis within the allotted time in accordance with approved methods, SOP's, cGMP & GLP requirements, on raw materials, semi-finished and finished products according to appropriate specifications.
- Apply experience and technical knowledge to investigate and evaluate process and procedural practices including deviations and recommend corrective action plans.
- Perform testing, maintain records and laboratory samples in compliance with cGMP and GDP practices and protocols

### **Responsibilities & Duties**

- Perform analytical testing of raw material, in-process & finished products.
- Maintain all related records within cGMP & GLP guidelines.
- Performs accurate documentation of tests performed & results obtained.
- Provide technical support in the completion of batches including troubleshooting of problems.
- Investigate & document out of specification results.
- Performs the development of the analytical test methods
- Perform process audits in the Batching and Pre-Weigh departments.
- Perform batch documentation reviews & assists in the investigation of non-conformances, product failures, customer/consumer complaints & quality incidents
- Provide experienced input with respect to development & amendment of procedures & practices in the analytical area.
- Perform lab equipment calibration in accordance to procedures, record results & maintain calibration documentation.
- Maintain an orderly filing system.
- Perform other duties as assigned

### **Qualifications & Experience**

- Post-secondary degree in chemistry preferred with a minimum of 1 year or co-op experience
- Good English communication skills (written and verbal)
- Proficiency and comfort using computers
- Ability to work in a fast-paced environment and meet strict deadlines.
- Knowledgeable in understanding and performing various product tests.
- Conversant with current Good Manufacturing Practices (cGMP) requirements
- Conversant with Good Laboratory Practices (GLP) requirements.
- Active participant in all Continuous Improvement (C.I.) activities.

### **Physical Requirements/Work Environment**

- Ability to wear latex gloves required
- Works in a laboratory environment with regular exposure to chemicals, dust, grease, oil, noise or temperature extremes
- Regularly faces multiple demands or distractions
- Regular exposure to machinery or equipment
- Standing for extended periods of time at a computer station or work desk; stands and walks regularly throughout the day; uses hands and fingers to operate computers and production equipment for up to 8 hours each day;
- Position does not require travel

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.