

TestAmerica Connecticut

City, State: Shelton, CT

Position Title: QA Manager

Posting Date: February 4th, 2010

Description:

The QA Manager is responsible for developing and implementing the laboratory quality system. Responsibilities include providing Quality Systems training to all new personnel, maintaining a Laboratory QA Manual, ensuring that the laboratory's quality system and QA Manual meet the requirements set forth by the company, arranging and managing PT samples, and performing systems, data, special, and external audits with both clients and regulatory officials. The QA Manager oversees the maintenance of QC records, maintains certifications, approves, develops, and maintains Standard Operating Procedures (SOPs), and assists in reviewing new work as needed.

Duties and Responsibilities:

1. Reviews TestAmerica's Quality Management Plan and ensures compliance with the TestAmerica Quality System.
2. Develops and implements Quality Assurance Manual.
3. Acts as the QA representative and representative of senior management as necessary in client meetings, regulatory meetings, and open forums for discussing regulation changes, etc.
4. Acts as a technical resource and final authority in all matters of data quality.
5. Conducts QA training courses, including ethics, minimally every quarter in which new employees are hired.
6. Performs annual systems audits of each department (possibly performed at a different facility), writes audit reports, and approves audit responses.
7. Perform special audits as deemed necessary by data audits, client inquiries, etc.
8. Conducts and responds to external audits conducted by clients and regulatory agencies.
9. Assists in reviewing and/or writing of Quality Assurance Project Plans, and technical and QC specifications in contracts.
10. Maintains all necessary laboratory certifications.
11. Monitors new regulations, communicates them to the laboratory and ensures compliance with the current version of regulations.
12. Reviews and approves laboratory SOPs. Writes SOPs as needed.
13. Assists in and monitors laboratory's method compliance.
14. Ensures maintenance of training records for all employees.
15. Assists in identification of systematic problems within laboratories. Recommends resolutions for ongoing or recurring nonconformance, and ensures implementations of appropriate corrective action. Authorizes non-compliances as required.
16. Tracks revised reports, and provides statistical feedback to departments on error rates in order that the departments may target where errors are occurring, and assists in identifying systematic improvements to minimize errors.
17. Oversees and approves MDL studies and updates of historical control limits
18. Submits monthly QA reports.

Education/ Experience:

- B.S. in Chemistry, Biology, or related field; 5-10 years related experience and/or training; or equivalent combination of education and experience.
- Possess in depth knowledge of QC criteria, laboratory procedures with knowledge of documentation requirements and environmental EPA methods.
- Communicate effectively with employees, other management staff.
- Ability to plan and organize to meet departmental and laboratory needs.
- Ability to development productive relationships with employees and work in a team environment.
- Possess computer skills and a capacity to learn and adapt to the local LIM system,(TAL's) and other instrument software utilities and data processing software.

Interested candidates should reply to Melissa Haas Melissa.Haas@testamericainc.com by February 26th 2010.

EOE M/F/V/D