

Job Description – QA Specialist

COMPANY DESCRIPTION:

Vista Analytical Laboratory is the premier environmental laboratory for the determination of dioxins and furans, PCBs, PFAS, PAHs, PBDEs, PCNs and other semi-volatile organic contaminants. Vista is distinguished by our combination of unsurpassed technical quality and outstanding customer service.

Our team members are passionate about providing exceptional service to all clients. We continually make every effort to improve and better ourselves so that we can better serve our clients. If you have a similar mindset and you thrive in a dynamic environment, you may be a great fit for our team.

Vista Analytical Laboratory offers a competitive benefits package including 401k, medical, dental, vision, group term life and paid time off.

JOB DESCRIPTION:

The Quality Assurance Specialist supports the implementation of the Company's Quality Systems in compliance with applicable regulations, state requirements, and other Company policies. Described below are the general responsibilities of this position.

KEY RESPONSIBILITIES / DUTIES:

- Support the implementation and improvement of the Quality Systems to ensure laboratory compliance to applicable regulations and requirements such as ISO/IEC 17025, TNI, DoD Quality System Manual, state requirements and company policies.
- Facilitate Document Control activities including processing and tracking controlled documents, developing and maintaining spreadsheets, and facilitating the annual periodic document review process.
- Support ongoing compliance to DOD and TNI requirements for laboratory QC. Issue process sheets, track, enter, review and compile QC data for quarterly and annual assessment.
- Prepare quality control charts for management review.
- Assist Quality management in maintaining state certifications/accreditations by supporting the preparation and review of renewal applications.
- Participate in Quality Systems training, collaborate with internal functional groups to address quality issues, and assist in quality related investigations as needed.

- Maintain, update and improve QA databases/spreadsheets, scan and archive documents, and organize and improve QA filing systems.
- Enter and verify proficiency testing data into vendor's online portal.
- Support the review and revision of SOPs, QAPP worksheets, and controlled forms.
- Issue, track and process IPR/DOCs.
- Support the implementation of the CAPA program.
- Support oversight of equipment maintenance and calibrations such as thermometers, hoods and balances.
- Provide QA support during internal and external audits.
- Develop to become a subject matter expert in Quality Systems.
- Other duties as assigned by management.

EDUCATION, EXPERIENCE AND SKILLS REQUIREMENTS:

- Bachelor's degree in either chemistry, microbiology, toxicology, biology, or the equivalent combination of education and experience.
- Minimum of two years of experience and increasing responsibility as a chemist, biologist, microbiologist, and/or QA in an environmental laboratory.
- Knowledge of EPA and other regulatory analytical methods for environmental analyses.
- Experience in analyzing samples in multiple environmental laboratory disciplines.
- Ability to promote mutual respect and acceptance of all workers in a diverse, high production and stressful environment.
- Ability to proactively and independently research, learn, and fill in knowledge gaps.
- Must have excellent oral and written communication skills
- Excellent time management and organizational skills with the ability to handle multiple priorities simultaneously and operate in a fluid environment while accommodating priorities for both customers and internal operations.
- Excellent problem-solving skills. Ability to anticipate and recognize problems and communicate details with laboratory and management personnel, assisting with diagnosing root causes and taking corrective action to prevent recurrence.

Vista Analytical Laboratory is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, natural origin, age, disability, veteran status and any other legally protected status.