

Job Title: Raw Material Specialist

Department: Quality Department

Reports To: Supplier Quality Manager

Date: March 2020

Purpose: Provide customers and TAPEMARK with confidence that incoming materials are controlled and maintained according to specification through sound quality assurance practices.

1. Roles & Responsibilities:

- Be a subject matter expert (SME) in materials – properties, grades, test methodologies, safety/handling, etc.
- Lead raw material specification in association with TM analytical, incoming, R&D, TM process and quality engineers and Clients.
- Work with TM analytical lab and materials vendors to identify test methods at TM or at outside laboratories.
- Work with TM Purchasing function to develop the required documentation for raw material files.
- Review and approve raw material Certificates of Analysis from TM laboratory.
- Work with purchasing to address vendor and material changes and implement them into Tapemark's specifications and processes.
- Work with Quality and TM laboratory to implement USP and other regulatory updates.
- Work with Vendors and functional areas to address non-conformances related to materials.
- Provide training on material specifications to TM personnel.
- Support TM Health & Safety function in establishing safety documentation, providing safety training and identifying personal protection equipment and engineering controls related to the safe handling of raw materials.
- Assist Project Teams in expediting requisition and movement of materials to the manufacturing floor for process trials, etc.
- Other duties to be determined.

2. Qualifications:

- At least a 4-yr. degree in a Science or Similar discipline.
- At least 3-5 years industrial experience in a Quality, R&D or Engineering role, preferably with an emphasis on materials processing and testing.
- Experience in the Pharmaceutical industry is strongly preferred.

3. Skills & Competencies:

- Strong scientific and technical background in materials, processing and testing.
- Strong communication and interpersonal skills – working with clients, vendors, other functions
- Strong technical writing skills for specifications
- Ability to pay attention to detail, stay organized and follow through
- Solid presentation/teaching skills for training TM personnel
- Knowledge in USP, ISO 13485 and FDA/EU cGMP's.

Employee Signature: _____ Date: _____