

## **Director of Quality Control**

Englewood Lab, an innovation laboratory and manufacturer of prestige skin care products located in Englewood, NJ is seeking to immediately fill a Director of Quality Control position.

### **Job Responsibilities include but are not limited to the following:**

- Oversees the testing of raw materials, process intermediates, and final Active Pharmaceutical Ingredients (APIs) while establishing and monitoring procedures and programs relating to product quality testing, specification, and compliance
- Effectively plan, organize and prioritize analyses and other QC tasks based on identified project needs
- Provides leadership for employee relations through effective communication, coaching, training, and development, and ensures staff acts in accordance with Englewood Lab policies and practices with respect to GMP requirements
- Troubleshoots and directly participates in OOS investigations
- Oversees Stability program
- Participates in Regulatory authority and customer audits as needed
- Provide guidance and direction to other Englewood Lab staff in order to implement the quality vision for Englewood Lab
- Ensures that Quality Control personnel are trained to perform their job effectively
- Develop/maintain Analytical Quality Control for batching by approving/disproving during production of all products.
- Research and troubleshoot problem or complaint product.
- Ensure all finished goods are tested per the customer's testing requirements.

### **Essential Skills and Experience:**

- BS in Chemistry or equivalent with a minimum of 10 years' experience in Quality Control in an API and cosmetic development and manufacturing environment.
- MS in Chemistry or equivalent with a minimum of 7 years' experience in Analytical and Quality Control in an API and cosmetic development and manufacturing environment.
- Demonstrate attention-to-detail, problem solving, and ability to make decisions quickly
- Excellent analytical, written and verbal communication skills
- Strong technical writing skills and the ability to clearly express ideas in English
- Extensive knowledge in FDA regulations, GMPs, and Quality Systems relevant to the manufacture of pharmaceuticals and cosmetics
- Experience supervising and/or managing staff members within a Quality Control group
- Ability to positively resolve conflict

Contact John Kim, [john@englewoodlab.com](mailto:john@englewoodlab.com)