

## **Quality Assurance Specialist– BRATTLEBORO, VT**

New Chapter, a leader in the herbal supplement/vitamin industry located in Brattleboro, Vermont seeks a talented and professional Quality Assurance Specialist to join its QC/QA department.

### **Position Summary:**

The QA Specialist is responsible for quality control, quality assurance and regulatory compliance support, and QA projects as directed by the Director of Quality Assurance and Regulatory Compliance.

### **Responsibilities/Duties:**

#### **Quality Control:**

- Provide support for Quality Control functions

#### **Quality Assurance:**

- Assist New Chapter's QA Department in consumer complaints, raw material, WIP, and finished product quality at contract manufacturers, co-packers and primary ingredient suppliers. S/He will assist with document management, formula maintenance and implementation of internal QA systems in New Chapter facilities.

#### **Regulatory:**

- Assist with local, state and federal compliance including but not limited to FDA's DSHEA and GMP's, USDA, NOP, California proposition 65.

#### **Research and Development:**

- Assist with R&D research sample supply and retention, new label information and raw material testing.

#### **General:**

- Review QC data and make recommendations on disposition
- Write/revise SOP's and write technical reports
- Participate in administrative duties
- Assist in ensuring quality systems are in place and maintain GMP compliance
- Review and approve QC test results in support of product release
- Participate in internal audit program
- Ensure documentation and operations meet established requirements of GMP's, internal SOP's and company policies.

### **Education/Experience Desired:**

Bachelor's Degree in Biology, Food Science, Microbiology or related field and Masters Degree in same or related. Minimum of 5 years quality experience, preferably in Nutraceuticals or OTC. Professional quality certification or accreditation desired.

### **Specific Knowledge/Skills:**

- Industrial experience in quality including experience in GMP, pharmaceutical, medical device, drug or nutraceutical quality systems, validation protocol review and change control.
- Excellent communication skills both written and verbal.
- Candidate must be able to work independently, be flexible and be able to adapt to a changing work environment.
- Strong attention to detail and ability to work with others in a group environment essential.

We offer an outstanding benefit package which includes medical, dental, & 401(k). Qualified candidates, submit resume to [careers@newchapter.com](mailto:careers@newchapter.com). New Chapter is an equal opportunity employer.