



For the attention you deserve

P.O. Box 39524
4578 Brazil Street
Los Angeles, CA 90039
Tel: (323) 245-2345
(818) 242-8486
Fax (818) 242-7804
www.aglayne.com

JOB DESCRIPTION: QUALITY CONTROL

ROLE AND RESPONSIBILITIES

The quality and accuracy of our customers' orders are key to maintaining customer relationships and confidence. The Quality Specialist is the central position to verify all quality standards have been met.

- Review all incoming materials with our purchase order to verify all criterion is met
- Approve of materials received per instructions and mark containers appropriately.
- Receiving retains samples of all bulk materials received and performing the required tests on them to verify the materials are on specification. Maintain records of all test data.
- Receive batch samples to run specified tests on them and verify the blends are on specification.
- Review and record checklists turned in on a daily basis from loaders, drivers, staggers and all production staff. Speak with individuals needing assistance completing the checklists and report problems with checklists to the Quality Manager or General Manager.
- Report all discrepancies in product quality to the Quality Manager or General Manager and develop a corrective action plan.
- Create and maintain certificates of analysis on products and blends as required, both locally stored and remotely accessible on the cloud.
- Follow all company safety protocols, PPE requirements and procedures at all times.
- Create and maintain other electronic data as required and assist employees when requested.
- Maintain a clean work and organized storage area.
- Maintain the company's retain program and retention elements.
- Maintain good housekeeping in the office and laboratory area.
- Maintain calibration updates on all required equipment.
- Participate, and eventually take responsibility for, the company's "Corrective and Preventive Action" (CAPA) program and maintain records appropriately.
- Share ideas that can be helpful in our quality program.
- Be flexible and willing to work overtime when required.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

This position requires the ability to follow detailed and special instructions, safety and PPE requirements and familiarity with Microsoft Office software is required. Experience with laboratory devices and testing equipment (or be considered train) and common terminology in quality management system. The ability to prepare reports and collaborate with others when needed. A polite and professional demeanor.

PREFERRED SKILLS

Having an analytical mind and the ability to problem solve, ability to carefully read instructions and pay close attention to details, prior QC experience in the chemical industry and the ability to work well with managers and peers.

PHYSICAL DEMANDS & WORK ENVIRONMENT

Routine walking and frequent sitting to perform work in the office environment. Must be able to function for extended periods while using a computer. May occasionally walk through areas of high noise and be exposed to vapors of chemicals at our facilities and customer plants. Routine periods of standing outdoors in weather typical for the season.

Version: 1

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Approved: Steve Cooper