**Manufacturing Quality Assurance & Quality Control**

**Quality Control Analyst I**

**Position Description**

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| **Responsibilities** | * Runs daily laboratory analyses on both product and raw materials to provide analytical results, product grade out and certificates of analyses. Out of specification values are promptly reported to quality and operations teams. * Monitors test methods to ensure quality and compliance with test standards. * Assists with laboratory database maintenance and issuance of lot numbers to ensure unique lot identification. * Learns and follows all lab and plant safety regulations. * Assists with creating and updating analytical procedures. * Maintains good lab housekeeping. * Works with internal and external resources to expedite QC process. * Coordinates receiving and quality testing of incoming samples. * Defines and maintains product sample inventory, sends out samples. * Maintains all databases in an accurate and timely manner. * Coordinates blending for shipping and sample stock. * Coordinates proper maintenance and calibration, including preventative maintenance scheduling, of analytical equipment at the Red River Plant. * Updates and creates analytical procedures focusing on accuracy and precision. * Optimizes QA/QC processes to reduce bottlenecks and improve overall lab efficiencies and effectiveness. * Monitors operator and lab analytical testing to ensure quality and compliance with job standards. * Responsible for monitoring and maintaining lab inventories, including finished lot composite retains. * Monitors all QC functions for data integrity and reports anomalies to the appropriate parties. * Other duties as assigned. |
| **Skills & Qualifications** | * Shows strong commitment to personal and workplace safety. * Able to gather and analyze information. * Able to identify and resolve problems in a timely manner. * Proficient at running and maintaining laboratory instrumentation including but not limited to: Micromeritics Digisizer Laser Particle size, Micromeritics Tristar structural features, LECO Thermogravimetric Analyzer, and LECO Sulfur Analyzer. * Continuously builds skills and knowledge base. * Able to work with minimal supervision. * Ability to express experimental results through accurate and high quality graphs, tables, written reports and emails and notes * Ability to clearly, concisely and effectively communicate data, results, concepts and recommendations, verbally and in writing, to a variety of audiences * Advanced proficiency in MS Excel * Willingness and ability to teach and train others * Ability to write and update experimental, instrumental and other technical documents and procedures * Strong troubleshooting and problem solving capabilities, including working knowledge of root cause analysis approaches and tools * Must have or obtain the appropriate level of proficiency in all the competencies listed in this profile * Must be flexible, willing and able to “go where needed”, able to work “nonstandard” hours as required and rotating shifts as required * Must be a reliable team member, consistently adhering to work schedules, and following through on commitments |
| **Experience** | * Bachelor of Science Degree in Chemistry or other relevant, science-related field required * Laboratory experience required; industrial lab experience preferred |

**Competencies**

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| **Applied Learning** | Takes part in needed learning activities in a way that makes the most of the learning experience; readily absorbs and comprehends new information from formal and informal learning experiences; puts new knowledge, understanding, or skill to practical use on the job; furthers learning through trial and error. |
| **Decision making** | Identifies issues, problems and opportunities and determines whether action is needed; gathers information—identifies the need for and collects information to better understand issues, problems and opportunities; integrates information from a variety of sources; detects trends, associations, and cause-effect relationships; creates relevant options for addressing problems/opportunities and achieving desired outcomes; formulates clear decision criteria; evaluates options by considering implications and consequences ; chooses an effective option; implements decisions or initiates action within a reasonable time; includes others in the decision-making process as warranted to obtain good information, make the most appropriate decisions, and ensure buy-in and understanding of the resulting decisions. |
| **Quality Orientation** | Accurately and carefully follows established procedures for completing work tasks; vigilantly watches over job processes, tasks and work products to ensure freedom from errors, omissions or defects; initiates actions to correct quality problems or notifies others of quality issues as appropriate. |
| **Energy** | Keeps a strong work pace over time; exhibits intensity in completing work responsibilities and objectives; Performs demanding work effectively; retains the capacity for effective action or accomplishment over long periods of time. |
| **Safety Awareness** | Detects hazardous working conditions and safety problems; checks equipment and or work area regularly; reports or corrects unsafe working conditions; makes recommendations and/or improves safety and security procedures; enforces safety regulations and procedures; monitors safety or security issues after taking corrective action and ensures continued compliance |
| **Initiating Action** | Takes immediate action when confronted with a problem or when made aware of a situation; implements new ideas or potential solutions without prompting; does not wait for others to act or to request action; takes action that goes beyond job requirements to achieve objectives. |
| **Planning & Organizing** | Identifies more critical and less critical activities and tasks; adjusts priorities when appropriate; determines project/assignment requirements by breaking them down into tasks and identifying types of equipment’s, materials, and people needed; allocates appropriate time for completing own and others’ work, avoids scheduling conflicts, develops timelines and milestones; takes advantage of available resources to complete work efficiently; coordinates with internal and external partners; uses time effectively and prevent irrelevant issues or distraction from interfering with work completion. |
| **Building Strategic Relationships** | Proactively tries to build effective working relationships with other people; probes for and provides information to clarify situations; seeks and expands on original ideas, enhances others’ ideas and contributes own ideas about the issues at hand; places higher priority on team or organization goals than on own goals; gains agreement from partners to support ideas or take partnership-oriented action; uses sound rationale to explain value of actions; establishes good interpersonal relationships by helping people feel valued, appreciated and included in discussion (enhances self-esteem, empathizes, involves, discloses, supports) |
| **Execution & Leading Teams** | Identifies and emphasizes critical priorities to ensure time (team and own) and energy are aligned with important organization goals despite daily distractions; identifies objective, actionable and quantifiable progress and outcome measures; tracks and broadcasts progress and accomplishments; assigns priorities and reinforces individual responsibility for each progress measure; identifies measures that are on track and those that are most at risk; inspires and sustains team cohesion and engagement by focusing the team on its missions and its importance to the organization; sets up consistent procedures and communication processes to establish goals, clarify responsibilities, engage team members, leverage their strengths, share feedback and adjust plans; looks for and capitalizes on opportunities to encourage and reward successful team performance; monitors team performance and takes action to keep team on track |

If interested in the Quality Control Analyst I position, please send your resume to [jane.busher@ada-cs.com](mailto:jane.busher@ada-cs.com).