Job Description & Person Profile
QA Pharmacist

Department: Quality, Research & Development
Reporting to: Deputy QA Manager
Senior Manager: Quality, Research & Development Manager

Job Purpose:
Batch release of manufactured ‘specials’ including: solutions, suspensions, powders, capsules, creams and ointments, suppositories and other non sterile dosage forms.

Responsibilities:
• Batch release of manufactured ‘specials’.
• Reviewing and approving of quality documentation including validation protocols and reports, change controls and GMP deviations.
• Writing and approving of Standard Operating Procedures.
• Involvement with technical customer queries and product investigations.
• Responding to enquiries in a timely manner, giving advice on ‘specials’ quality requirements in order to maintain the Company’s reputation for customer service and technical acumen.
• Participating in self inspections and regulatory inspections.
• Ensuring safe working practices in accordance with COSHH.
• Ensuring good relations and communications with all members of the team and responding politely and in a timely fashion to internal and external customers.
• Working with all members of staff to maintain and develop the positive progressive culture within The Specials Laboratory.
• Observing and complying with cGMP.
• Observing and complying with company Health and Safety Policies.
• Observing and complying with company Standard Operating Procedures (SOPs).
• Undertaking any other duties which may be requested by the Line Manager, for which training and/or an explanation has been provided and understood.

Person Profile:
• Essential Requirements:
  ➢ Registered Pharmacist.
  ➢ Good IT skills i.e. Word, Excel, Project.
  ➢ Good communication skills (verbal and written).
  ➢ Ability to assume responsibility and act on own initiative.
  ➢ Good self management, organisational and planning skills.
  ➢ Ability to adhere to strict deadlines.
  ➢ Excellent reasoning skills.
  ➢ Hands-on approach with a ‘can-do’ attitude.
  ➢ Good listener, but proactive in group discussions.
  ➢ Good team player.
Training:
You will receive on the job training and other specific training, as agreed and required.