

**Job Description:**

## Quality Control Executive

1. Responsible for performing and reporting on internal QC as well as related documentation.
2. Assist the Quality Assistant personnel in SOP development and validation.
3. Liaise with the Cell Production team to ensure product quality in accordance with regulatory requirements.
4. Perform QC sampling, inspection, and testing of incoming materials, in-process samples, finished products, and the like, in accordance with the principles of GMP and regulatory requirements.
5. Prepare and conduct inter-departmental batch planning, optimization, validation, and document the qualification of QC test procedures and other activities.
6. Maintain equipment and instruments in the QC laboratory.
7. Maintenance of stock inventories for the Cell Lab Department.
8. Assist in the evaluation of any non-conforming products/samples including out-of-specification (OOS), deviations, product complaints, and product recall.
9. Development of new testing method and enhancement of current testing method by planning and execution of the respective project.

**Job Requirements:**

1. Diploma or Bachelor's Degree in Biotechnology or related field is required.
2. Has experience with basic lab skills such as pipetting, molecular extraction method and plating techniques (microbiology).
3. Have experience and knowledge in Document Management System and Risk Management.
4. Well versed in GMP, ISO 9001, 15189 and 17025.
5. Experience in health care industry is an added advantage.