

**Job Title:** Lab Quality Assurance Officer

**Job Summary:** Responsible for overall administration and oversight of quality control, quality assurance, and quality improvements at testing laboratory.

**Salary:**

**Duties and Responsibilities:**

- Oversee cannabis laboratory's quality system.
- Serve as the focal point for a cannabis laboratory's quality assurance and quality control and be responsible for monitoring and/or review of quality control data.
- Responsible for an integrated system of activities involving quality control, quality assurance, and quality improvements to ensure that a service meets defined standards of quality with a stated level of confidence.
- Evaluate data objectively and perform independent managerial reviews without outside influence.
- Arrange for or conduct annual internal audits of a cannabis laboratory's entire quality system and testing operation.
- Notify cannabis laboratory management of any deficiencies in the quality system as part of an internal audit and monitor required corrective actions.
- Fulfill their functions independently from cannabis laboratory operations for which they maintain quality assurance oversight.
- Assist with decision making on laboratory policy or resources including preparing reports, planning budgets, setting schedules, pricing services, and making sourcing decisions based on estimated customer demand, sales data, and industry knowledge.
- Oversee direct report's performance, lead staff performance management, succession planning, development of members strengths, and improvement of weaknesses.
- Actively participate in the recruitment, interview, and hire process of filling open positions in a timely manner based on infusion performance and volume.
- Write and train on standard operating procedures and laboratory operations
- Have a deep understanding of testing issues and able to recommend and implement solutions as well as analytical instrumentation and software (including but not limited to HPLC, UPLC, GC-MS).
- Set any required activity performance counts.
- Oversee daily equipment checks and calibrations and corrective and preventative maintenance on associated equipment as required to maintain efficient operations
- Ensure clean environment through staff removal and disposal of debris and sterilization after testing activities are complete.
- Assist with staff onboarding and new hire training completion.
- Assist with continuous training and career development with staff.
- Oversee the monitoring, management, and purchasing of testing equipment, supplies, and inventory.
- Develop strong internal partnerships to proactively plan and prioritize workload.

- Ensure accurate record keeping and documentation for all testing results, including state required seed-to-sale tracking system.
- Support customer service through explanation of testing results and procedures.
- For cannabis laboratories with limited staffing, the quality assurance officer may also be a lead technical director or technical director.
- This role routinely uses standard office equipment, technology, and software.

**Working Environment:**

- Will work in a laboratory environment.
- Ability to perform repetitive tasks for extended periods of time.
- Required to wear PPE.
- Uneven surfaces, stand/sit long periods of time, bending/stooping, or hard surfaces.

**Minimum Qualifications:**

Age: 18 years of age

Education: Bachelor's Degree in chemical, environmental, physical or biological sciences, or engineering.

Experience:

- 2 years of experience in implementing a laboratory quality system.

**EEO Statement:** [Company Name] is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. [Company Name] makes hiring decisions based solely on qualifications, merit, and business needs at the time.