**Job Title:** Raw Material Specialist

**Department:** Quality Department

**Reports To:** QA Supervisor – Raw Materials

**Date:** March 2021

**Purpose:** Provide customers and TAPEMARK with confidence that incoming materials are controlled and maintained according to specification through sound quality assurance practices.

1. **Roles & Responsibilities**:

* Be a Subject Matter Expert in materials – properties, grades, test methodologies, safety/handling, etc.
* Lead raw material specification in association with TM analytical, incoming, R&D, TM process and quality engineers and Clients.
* Work with TM analytical lab and materials vendors to identify test methods at TM or at outside laboratories.
* Work with TM Purchasing function to develop the required documentation for raw material files.
* Review and approve raw material Certificates of Analysis from TM laboratory.
* Work with purchasing to address vendor and material changes and implement them into Tapemark’s specifications and processes.
* Work with Quality and TM laboratory to implement USP and other regulatory updates.
* Work with Vendors and functional areas to address non-conformances related to materials.
* Provide training on material specifications to TM personnel.
* Support TM Health & Safety function in establishing safety documentation, providing safety training and identifying personal protection equipment and engineering controls related to the safe handling of raw materials.
* Assist Project Teams in expediting requisition and movement of materials to the manufacturing floor for process trials, etc.
* Other duties to be determined.

1. **Qualifications:**

* At least a 4-yr. degree in a Science or Similar discipline.
* At least 3-5 years industrial experience in a Quality, R&D or Engineering role, preferably with an emphasis on materials processing and testing.
* Experience in the Pharmaceutical is strongly preferred.

1. **Skills & Competencies**:

* Strong scientific and technical background in materials, processing and testing.
* Strong communication and interpersonal skills – working with clients, vendors, other functions
* Strong technical writing skills for specifications
* Ability to pay attention to detail, stay organized and follow through
* Solid presentation/teaching skills for training TM personnel
* Knowledge in USP, ISO 13485 and FDA/EU cGMP’s.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_