

QC Assoc I

Job ID: 00414313

Job Function

Quality Control

Schedule

Full-time

Location

United States-California
South San Francisco

Job type

Regular Employee

Company/Division

Pharmaceutical

Job Level

Entry Level

Who We Are

At the Roche Group, about 80,000 people across 150 countries are pushing back the frontiers of healthcare. Working together, we've become one of the world's leading research-focused healthcare groups. A member of the Roche Group, Genentech has been at the forefront of the biotechnology industry for more than 30 years, using human genetic information to develop novel medicines for serious and life-threatening diseases. The headquarters for Roche pharmaceutical operations in the United States, Genentech has multiple therapies on the market for cancer and other serious illnesses. Please take this opportunity to learn about Genentech, where we believe that our employees are our most important asset and are dedicated to remaining a great place to work.

The Position

Job Title: QC Associate I (Job Code SSF)

Department: Quality

Job Family: QC Associate (237)

Reports To:

Level: NE N5

Main Purpose of the Position:

- Solve routine document administration issues limited in scope and complexity following cGMP regulations and Genentech standards.
- Perform assigned tasks and fulfill responsibilities to achieve company objectives and department goals.

Job Duties/Responsibilities:

- Accomplish corporate, operational and departmental goals
- Support internal and external audits
- Work with internal departments concerning projects and commitments
- Exert influence in the development of objectives and long range goals of the organization
- Compliance review and approval of Certificates of Analysis and Data Summary Reports.
- Approve In-Process Testing Reports.
- Meets scheduled performance of 95% on time
- Receive and provide training
- Assure and apply GMP throughout operations.
- Coordinate with customers to support operational activities.
- Work to meet schedules.
- Actively participate in group and project teamwork; project and process improvements.

Perform other duties as requested by managers to support Quality activities.

Who You Are

Capabilities Identified for Success:

- May require sitting for several hours with breaks.
- Involve keyboarding and mousing activities while referring to documents or references. May work on a multi-user workstation.

Qualifications: Education, Experience, Knowledge and Skills:

- BA or BS degree (preferably in Life Science) and 1-2 years experience in a related industry
- Ability to write clearly and effectively.
- Good verbal communication skills.
- Knowledge of cGMPs is necessary.
- Ability to exercise sound judgment, reasoning and problem solving.

Capable of completing assigned responsibilities and keeping manager informed of status.

Genentech is an Equal Opportunity Employer.