

JOB PROFILE

Job title	QC Associate	
Reporting to	Head of Analytics	
Department	Quality Team	
N° of Direct reports	0	
Location	Pencoed, south Wales	
Job Details		
Job Purpose	Coordinating testing and shipping requirements with GMP contract testing houses.	
Main areas of responsibility	<ul style="list-style-type: none"> • Working with CTOs and internal teams to ensure timely initiation of testing and any laboratory investigations/OOSs . • Coordination of stability studies and generation of associated protocols and reports • Generation and update of specifications and specification rationale documents • Generation of testing schedules for contract testing houses • Attend all technical calls and visit when required. • Deputise for Head of Analytics on CMO weekly calls. • Work with the Head of Analytics to provide required technical support to QC GMP activities • Prepare and submit sample submission forms to all testing houses and coordinate all QC shipments. <p>Data trending- All QC data to be filed and made accessible to the wider ReNeuron team.</p>	
Person Specification		
	Essential	Desirable

Qualification / Experience required	<ul style="list-style-type: none"> • Very good organisational skills 	<ul style="list-style-type: none"> • Experience working with third parties
	<ul style="list-style-type: none"> • Competent with Microsoft office 	
	<ul style="list-style-type: none"> • A knowledge and understanding of working to GMP 	
Skills and Competencies required	<ul style="list-style-type: none"> • A motivated individual committed to being an integral team player in QC • Good communication skills, both verbally and written, comfortable to meet with all ReNeuron staff. • Knowledgeable and capable of presenting ideas and sharing information appropriately. • Very organised and methodical. • Some UK and international travel to meetings (e.g., CMOs, CTLs, and collaborators) is expected. 	

<ul style="list-style-type: none"> • To carry out any other tasks or duties within post holders capability as requested by the Company to meet business needs.
<ul style="list-style-type: none"> • The Company reserves the right to vary or amend the tasks and responsibilities of the post holder at anytime according to the needs of the Company's business. • Information contained therein is not exhaustive but describes key elements of the function.

Author:	Date:
Revised:	Date: