



Quality Control Inspector Malvern, PA

****ENTRY LEVEL****

1st Shift, 2nd Shift, and 3rd Shift.

Havpak, Inc. is a world-leader in top-quality packaging, assembly and manufacturing services. Generating over 25 years of expertise, we have grown from a small family-owned company into a full-service global resource. We continue to grow by providing honest value to our loyal customers. We deliver innovative, responsive solutions that create greater value for our customers and partner with our customers for the long term.

The Quality Control Inspector will assist the quality assurance department in implementing and supporting various GMP regulations throughout the facility with primary focus on in process inspections of manufacturing, assembly, and packaging processes.

Applicants must be authorized to work for ANY employer in the U.S. We are unable to sponsor or take over sponsorship of an employment Visa at this time.

Key Responsibilities/Deliverables:

- Work with specifications to determine inspections/tests required of materials and components to be accepted into the facility
- Complete Incoming Quality Checks and record results
- Conduct In Process Inspections
- Work with specifications and controlled documentation to perform the identified inspections for manufacturing, assembly, and packaging and record results
- Communicate issues/failures with the line supervisors and Quality Assurance Manager
- Review and approve batch records, line clearance, and 1st quality checks/samples
- Release product and finished goods
- Review and approve Device History Record (DHR) documentation
- Assist the Quality Manager with inspections of compliance to Good Manufacturing Practice (GMP) regulations and practices throughout the facility
- Monitors and provides training to facility areas for GMP Compliance
- Serve as role model for GMP compliance
- Perform Self Improvement Program (SIP) audits, documentation control checks, specification control checks, equipment calibration checks.
- Assist with QA document creation and review, the development of work instructions and manuals and training lesson,
- Coordinate Sensory Program/ Panelist
- Organize and maintain working documents
- Troubleshoot root cause analysis
- Maintain Non-conformity Report (NCR), Corrective Action Request (CAR), and Customer Complaint programs/ files
- Provides added compliance support and monitoring
- Adds additional resource for Sensory Lab and Panelist Requirements

- Assists QA manager with administrative support
- Assist in training new QA Inspectors
- Travels to and assists at other Havpak Facilities as needed
- Other duties as deemed necessary

Knowledge, Skills and, Experience Required for Success:

- Ability to perform and record inspections and observations accurately, prepare and present records and reports and observe safety precautions and regulations such as GMPs.
- Ability to deal with staff and the Customer in a positive and successful manner.
- Ability to demonstrate highly conscientious work performance
- Demonstrate working knowledge of Word and Excel
- Must be willing to become sensory certified – tasting/smelling product
- Demonstrate ability to work under pressure with accuracy and efficiency
- Demonstrate ability to be part of multi-functional team.
- Ability to evaluate quality control and quality assurance statistics.
- Ability to plan workload and remain flexible if changes are required due to demands
- Must be detail oriented
- Must be willing to work overtime or off shift if necessary
- Must be able to read, write and speak fluent English

Work Environment/Physical Demands:

- While performing the duties of this job, the employee regularly works in a warehouse/manufacture setting.
- Must be able to stand for long periods of time
- Must be able to lift 25-30 lbs.
- Must be able to handle strong odors

Havpak, Inc. an equal opportunity employer that does not discriminate on the basis of race, national origin, gender, gender identity, sexual orientation, protected veteran status, disability, age, or other legally protected status. Our goal is to be a diverse workforce that is representative of our customers and communities. We are committed to building a team that is inclusive of a variety of backgrounds and perspectives.