



MedImmune

Title: QC Analyst III, Micro
FLSA: Non-Exempt
SIRS Code: T435-2A

Performance Requirements

Essential Job Functions:

- Responsible for sampling and conducting routine and non-routine analysis of environmental samples, in process and finished products according to standard operating procedures.
- Completes appropriate documentation to support testing procedures including data capture forms, equipment logbooks, and inventory forms.
- Calibrates and maintains laboratory equipment according to standard operating procedures
- Identifies and troubleshoots equipment problems.
- Reviews data obtained for compliance to specifications and reports abnormalities.
- Prepares validation protocols, executes experiments, and prepares validation reports.
- Responsible for writing new standard operating procedures or revising existing documentation.
- Prepares documentation for presentation to Regulatory Agencies.
- Applies critical thought to solving problems of complex scope.
- Works on complex problems requiring an in-depth knowledge of scientific methods and techniques.
- Acts independently to determine methods and procedures on new assignments.
- Applies knowledge of good manufacturing practices and good laboratory practices on a daily basis.
- Adheres to Company safety procedures and guidelines on a daily basis.
- Schedules work for team and facilitates execution of schedule
- Anticipates needs of team; plans and executes task effectively
- Works in cross-functional teams to support the needs of the group
- Trains and assist junior team members
- Leads QC project teams to accomplish results

Additional Job Functions:

- Good problem solving skills. Good math skills.



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Physical Demands:

Noise level: Quiet
Vision Requirements: Ability To Adjust Focus
Lifting Limits: Up to 50 lbs

Work Environment:

Percentage of Time:

Standing: 51-75%
Walking: 76-100%
Sitting: 0 - 25%
Hand Use: 76-100%
Hand Reaching: 76-100%
Climbing or Balancing: 51-75%
Stooping or Crouching: 51-75%
Talking and Hearing: 76-100%
Working with Heights: 0 - 25%
Working With Toxic or Caustic Chemicals: 0 - 25%



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Job Description

Position Summary:

Responsibilities and experience may include the following: Responsibilities for conducting routine/non-routine analysis. Completes appropriate documentation to support testing procedures. Calibrates and maintains laboratory equipment. Identifies and troubleshoots equipment problems. Reviews data obtained for compliance to specifications and reports abnormalities. Prepares validation protocols, executes experiments and prepares validation reports. Writing new standard operating procedures or revising existing documentation. Prepares documentation for presentation to Regulatory Agencies. Works on complex problems requiring an in-depth knowledge of scientific methods and techniques.

Knowledge

Frequent use and application of technical standards, principles, theories, concepts, and techniques.

Problem Solving

Provides solutions to a variety of technical problems of moderate scope and complexity.

Discretion / Latitude

Works under general supervision. Follows established procedures. Work is reviewed for soundness of technical judgment, overall adequacy and accuracy.

Impact

Contributes to the completion of milestones associated with specific projects. Failure to achieve results or erroneous decisions or recommendations may cause delays in program schedules and may result in the allocation of additional resources.

Liaison

Inter-organizational.

Typical Education:

B.S. in a Scientific Field.

Typical Experience:

3+ years experience

Certificates, Licenses, Registrations:

N/A



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Capability Profile

Competencies Related to Performance:

Creativity

Intellectual Horsepower
Decision Quality
Functional/Technical Skills
Problem Solving

Dealing with Ambiguity

Technical Learning
Learning on the Fly

Organizing
Total Work Systems
Process Management

Planning

Informing
Standing Alone
Sizing up People

Motivating Others

Peer Relationships
Listening
Managing Diversity
Action Oriented
Drive for Results
Perseverance
Organizational Agility
Interpersonal Savvy



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Technical Knowledge:

Functional Skills

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

Microsoft Outlook, Internet Explorer, MS Project, MS Excel, MS Word, Powerpoint

This signature verifies that I have read and understand the contents of this job description.

Signature: _____ Print: _____ Date: _____

Signature: _____ Print: _____ Date: _____

Signature: _____ Print: _____ Date: _____

Supervisor Signature: _____ Print: _____ Date: _____