

First State Compassion Job Description
QAQC Associate
QAQC/R&D

STATUS:	Hourly Non-Exempt
SUPERVISED BY:	QA/QC Manager
SUPERVISES:	NONE
JOB CAN BE PERFORMED REMOTELY:	NO
JOB REQUIRES TRAVEL:	NO

JOB SUMMARY:

The QAQC Associate assists the QAQC Manager with QAQC & Research & Development duties and processes. They will ensure that all packaging and products are of exceptional quality. They will ensure that all products are weighed and examined properly prior to sending to inventory. The QAQC Associate will conduct audits with the QAQC manager, and in his/her absence.

TYPICAL WORKING CONDITIONS/ENVIRONMENT:

- Work is performed in busy medical cannabis facility.
- Will be in almost constant contact with coworkers and plants.
- Work can be stressful and may include dealing with deadlines and goals.
- Should be available to work varied hours and/or days, including nights, weekends, and holidays.



JOB DUTIES AND RESPONSIBILITIES:

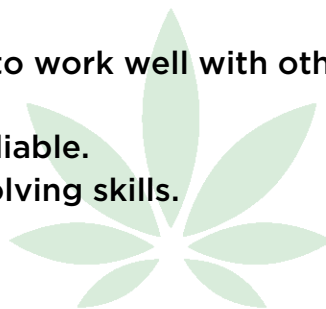
- Ensure barbells & labels of packaged jars are properly placed and intact.
- Ensure that extraction products are packaged in their respective containers/bags.
- Prepare paperwork for Trim & Pack Associates & Extraction Audit Sheets.
- Scan and send documents to Senior Management, as necessary.
- Add daily audit information to Weekly Report.
- Review and understand reports.
- Retrieve product test results from Safety & Compliance Center and input the cannabidiol results into the product control system.
- Input the potency levels to internal spreadsheets for each tested batch.
- Update, check, and add QAQC Weekly Report to Share File
- Complete QAQC paperwork (daily, weekly, monthly).
- Provide information and suggestions to keep the QAQC SOP's up to date.
- Aid with implementing new procedures.
- Contribute with administering and packaging Research and Development products for employee patients as directed by the QAQC Manager.

REQUIRED PHYSICAL DEMANDS:

Work requires periods of prolonged standing, some bending, walking, stooping & stretching. Requires normal range of hearing, eyesight manual dexterity, lifting up to 15 pounds and good hand eye coordination. Eyesight can be corrected. Work can be tedious and redundant in order to maintain FSC brand standards and quality.

REQUIRED SKILLS AND ABILITIES:

- Good communication skills.
- Ability to adapt to an environment that is everchanging.
- Ability to adhere to and follow strict policies, SOP's, and guidelines.
- Must have a positive attitude.
- Must be goal oriented.
- Must be detail oriented.
- Must possess the ability to work well with others in a team-centric atmosphere.
- Must be punctual, and reliable.
- Must possess problem-solving skills.



- Needs to be very organized and patient.
- Ability to work under pressure without losing composure.
- Ability to meet the needs of administrators and managers without constant supervision.
- Ability to operate (Microsoft Office 365) a computer, printer, radio, and scales.
- Ability to multi-task and adapt to various workloads.

EDUCATION AND EXPERIENCE:

- Work experience in a similar and/or related field is preferred.
- Work experience using Microsoft Office 365, including but not limited to Excel & Microsoft Word.

