Name:
Job Description: Intern, Quality Control
Reports to:
|Life Sciences |MilliporeSigma
Effective:
Role Level: Intern

Country:	USA	**Location:**	Laramie
Business Unit:	Biologics	**Department:**	
Version Date:		**Written by:**	
Position Reports to:		**Regional Organization:**	MilliporeSigma-RTC

Scope of Responsibility:

- Operational Management & Leadership:
  - Work with team members and collaborate across departments on assigned projects.

Purpose of the Position: Support Quality Control Release Testing of items manufactured at the MilliporeSigma-RTC site and other assigned projects. Work closely with senior team members on multiple aspects of testing, documentation and data review to support the release of Certified Reference Materials, Reference Materials and Analytical standards to the market. Activities are aligned with ISO 9001, ISO/IEC 17025 and ISO 17034.

Essential Job Functions:

- Undertake assigned projects, stability studies, writing of reports, test specifications and batch records in the QC Laboratory.
- Product Testing: run analytical methods and stability assessments- primarily by HPLC and GC, evaluate manufacturing formulations, support validations, technical transfer, training, and testing.
- Follow regulatory, customer, and quality system requirements in product development.
- Write reports on results of project work, document methods on project/product design, test specifications, write batch records, test specifications etc.
- Maintain a clean and safe working environment.
- Develop and expand technical and subject matter expertise in assigned technical areas.
- Develop knowledge on critical quality, safety and delivery requirements.
- Technical Expertise
  - Operation of chromatographic instrumentation including HPLC and GC.
  - Operation of chromatographic detectors including UV-Vis, RI, MS, ELSD, ECD, FID and others.
  - Operation of chromatographic instrumentation including ICP-MS.
- Documentation
  - Write reports on results of project work, document methods on project/product design, test specifications, write batch records, test specifications etc. for transfer to QC.
  - Maintain lab notebooks, logbooks, batch records, and other documentation.

BASIC QUALIFICATIONS

Education: Bachelor's degree in chemistry, chemical engineering or other related scientific discipline.

Experience: 1 year relevant experience in analytical chemistry/QC laboratory.

Knowledge and Skills:

- Knowledge of basic analytical HPLC and GC techniques.
- Basic understanding of the relevant subject matter field (e.g. organic chemistry, analytical chemistry, process chemistry)
- Demonstrated initiative and critical thinking to learn new skills and technologies.
- Strong verbal and technical writing skills.
- Ability to utilize a variety of software tools involving databases, spreadsheets and project scheduling.
- Ability to collaborate and communicate well with peers.
- Knowledge of ISO 9001, ISO 17025, ISO 17034 preferred.

Environmental conditions:

Laboratory Environment: Comfortable working in chemical manufacturing facility and handling various chemicals including organic, inorganic, volatiles, acids, and bases. Comfortable working with biological matrices e.g. serum, urine etc. Requires routine use of PPE including but not limited to: gloves, scrubs, lab coat, face shield, respirator. Routine use of engineering controls including fume hoods and glove boxes
Physical Requirements: Hearing, vision within normal limits. May sit at PC for periods of time. May stand working at a bench for long periods of time.

Other Information: - The above description covers the most significant job duties and does not exclude other work assignments not mentioned.