Position: STABILITY COORDINATOR

JOB DESCRIPTION:

The primary responsibilities for the Stability Coordinator are to support Quality Control (QC) department in data management. This includes entering and analyzing analytical data from contract testing laboratories, creating stability studies and test fields in a database, and tracking testing status at contract laboratories.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Entering analytical results into different software applications such as SLIM, Excel, Word, JMP or Power Point.
- Assuming the role of System Administrator in SLIM (Stability Laboratory Information Management) database, creating new studies and test fields for data entry.
- Reviewing and analyzing stability data for trending and shelf-life determination.
- Keeping track of testing performed at contract testing laboratories for lot release and stability.
- Providing support to QC and Stability management for internal and external data management.

REQUIREMENTS:

- Bachelor degree in a relevant scientific field with a minimum of 3 years of experience in GMP Quality Control and stability programs supporting drug development.
- Experienced in analytical data entry.
- Detail-oriented, accurate with data.
- Familiar with Microsoft applications, intermediate level.

The above description is intended to describe the general nature of the job and may include other duties as assumed or assigned; it is not intended to be all inclusive or limit the duties of the position.

EOE