

Quality Compliance Specialist (Medical Devices)

Hazelwood, MO

Position Summary:

Leads the quality control and returns activities at the Hazelwood Distribution Center. Ensures the company's Quality Management System Requirements (QMSR) are effectively established and maintained

General Accountabilities in this Role:

- Ensures that the Hazelwood DC staff achieves compliance with all applicable federal, state, local, international, and CGMP standards.
- Manages the returns process in compliance with internal company and external international guidelines.
- Assists the Corporate HR department with onsite functions.
- Assists as needed with all warehouse functions.
- Keeps abreast of regulatory and quality regulations which affect the quality/regulatory/risk processes.
- Supervises and oversees the Hazelwood DC Quality Department.

Summary Job Requirements:

- High School or General Education Diploma
- 2+ years' experience in warehousing or quality systems or equivalent combination of education and work experience.
- Must possess strong verbal and written communication skills.
- Ability to read, analyze and interpret technical drawings and specifications. Respond to technical product inquiries within the guidelines of the position.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to work with mathematical concepts such as performance statistics, percentages, graphs, and charts.
- Proficient in Microsoft Word, Excel, and PowerPoint.
- Ability to efficiently use the company ERP, complaint handling and intranet sites.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, and sit; use hands to finger, handle or feel, reach with hands and arms; and stoop, kneel, crouch or crawl. Employee is frequently required to lift and/or move 25 pounds and occasionally up to lift 50 lbs. Employee must have good vision and be able to distinguish between colors.

The Rewards:

- Fantastic, casual working environment
 - Combination on-site and remote work experience
 - Friendly
- Comprehensive benefit package
 - 401(k) with company match
 - Competitive health, dental and vision insurance plans
 - Paid Vacation, Holidays and Personal Days
 - Paid Life Insurance, Employee Assistance Program and Short-Term Disability

To apply for this position please send a cover letter and resume to hr@grahamfield.com

All qualified applicants will receive consideration for employment without regard to race, color, gender identity or expression, age, religion, height, weight, AIDS/HIV status, intellectual disability, mental disability, physical disability, including but not limited to blindness, unless it is shown that such disability prevents performance of the work involved, medical condition, handicap, national origin, ethnicity, ancestry, sexual orientation, marital status, domestic partnership status, parental status, military status, veteran or military discharge status, political beliefs, organizational affiliations, source of income or housing status, family responsibilities, pregnancy including pregnancy outcomes, reproductive healthcare and health decisions/autonomy and any

other status protected by applicable law. GF Health Products, Inc. is a drug-free workplace.