**Title: QC Analyst**

**Department: Quality Control**

**Job Type: Regular Full-Time**

**Location: Horsham, PA**

**Shift: 1st**

**Schedule: Monday-Friday, 10am to 6:30pm**

**Summary:**

NMS Labs has developed an extensive menu of more than 2,500 tests to support clients in forensic, criminalistic, public health and clinical fields. For over 50 years, our clients have relied on NMS Labs for unique testing solutions that demonstrate our company core values of Quality, Integrity, Service, Innovation and Engagement. As we work to increase the company’s positive impact on public health and public safety, we are seeking talented professionals to join us for the journey! We invite you to learn more about our company by visiting NMSLabs.com.

**Job Description:**

We are seeking a QC Analyst to work in our Quality Control department. The QC Analyst is primarily responsible for the proper and timely preparation of quality control, standard, and blinds material and reagents for NMS Labs, as well as troubleshooting and determining root cause of failures as they pertain to the Quality Control department. The QC Analyst also maintains direct communication with the laboratory departments regarding preparations.

**Major duties and responsibilities include:**

* Label, aliquot, and distribute reagents as needed
* File or scan associated paperwork appropriately
* Maintain reagent inventory, such as manufactured stocks and solutions and NMS prepared solutions and/or chemicals and supplies and order as needed.
* Monitor the incoming reagent requests from the laboratory
* Complete reagent requests utilizing equipment such as, pH meter, balances, and other appropriate means
* Accurately perform calculations needed to account for volume variations of requested reagents
* Assist with scheduling the pending reagent requests to assure timely delivery to the laboratory
* Track expiration of reagent materials in QC department, and accordingly discard or re-evaluate the material when expired
* Accurately prepare bulk and mixed QC preparations
* Accurately prepare Metals QC preparations
* Dispose of chemicals properly, including scheduled drug compounds
* Perform secondary review of completed preparation requests
* Assist in biannual inventory of scheduled class drugs
* Participate in departmental meetings and projects
* Assist with maintaining an orderly work area
* Participate in department audits and regulatory inspections
* Maintain regular and reliable attendance
* Other duties as assigned

**Requirements:**

* Bachelor's degree in Medical Technology, Chemical, Physical, or Biological Science.
* Requires a minimum of 3+ years of related experience
* Ability to perform calculations needed to prepare standards, including but not limited to compensation for salts, moisture, waters of hydration, and dilutions to target concentrations
* Experience with the following preferred:
	+ Pipettes and/or syringes
	+ Chemicals, pH meter, and metric balance

**Physical Demands:**

* Ability to hear
* Vision (with correction) including color, distance, peripheral vision, depth perception, and the ability to adjust focus
* Standing, reaching with hands and arms, and using hands and fingers to manipulate instrument or equipment controls, computer keyboard, office equipment, objects or tools
* Movement from one work location to another
* Sitting and standing, sometimes for extended periods of time
* Lifting objects up to 20 lbs.
* Exposure to intermittent or constant sounds generated by equipment
* Exposure to fumes, noxious odors and dust
* Handling of biological material and blood-borne pathogens
* Handling of toxic or caustic chemicals
* Proximity to moving parts

Offers of employment are made contingent upon a nationwide background investigation and urine drug screen with results satisfactory to standards of employment at NMS. **NMS requires all employees to show proof of full COVID-19 vaccination**.

*We are an equal opportunity employer and will not discriminate against any employee or applicant for employment because of race, creed, sexual orientation, color, gender identity, religion, sex, national origin, age, marital status, citizenship status, otherwise qualified disability, or protected veteran status (disabled, Armed Forces Service medal, recently separated, active duty or campaign badge), domestic violence victim status, arrest record, or predisposing genetic characteristics.*