

## **First State Compassion Job Description** **QAQC Associate**

**STATUS:** Full-Time Hourly Non-Exempt  
**LOCATION:** Wilmington, DE

### **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.

### **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.
- High School diploma or equivalent required. Degree or experience in a similar and/or related field is preferred.

