

Quality Assurance Specialist

Responsibilities include but are not limited to the following:

- Process data and generate the Certificate of Analysis for all shipments to Aptar CSP customers
- Maintain inventory database by entering production tags, defect sample bags, VIM containment sheets, VIM test result forms, and annex bag receipt forms
- Release pallets for shipments based on quality inspections
- Maintain shipment folders for each shipment
- Generation of sorting and inventory reports for management team
- Perform functional testing when required
- Assist quality engineering with projects as needed
- Ascribes to and supports Aptar Vision, Core Values, and Rules of Leadership

Qualifications/Education/Specialized Skills:

- High school diploma
- Proficiency in Microsoft Office
- High accuracy with data entry and attention to detail
- Time management skills
- Willingness and drive to do what it takes to get the job done
- Ability to work on a team