



RELEASE SPECIALIST II
Winchester, Kentucky

Department: Quality Assurance
Reports To: Manager of Release
FLSA Status: Exempt

Job Summary:

Responsible for administering and maintaining all aspects of the release function for MarTek products.

Essential Duties and Responsibilities:

1. Function as site stability coordinator. Duties will include identifying and procure materials, coordinating packaging, and shipping of test materials
2. To identify systems or operational procedures which present opportunities for improvement; Create, implement and ensure training is completed on new procedures or systems
3. Participate on the Material Review Board. Ensuring discrepant materials are dispositioned in an appropriate and timely manner.
4. Serve as a Quality representative on Complaint Resolution Team, ensuring that all returned goods to the site are inspected, documented, investigated, and dispositioned according to standard procedures.
5. Participate in Root Cause Investigations of discrepant materials.
6. Interact with, Materials, Manufacturing and Marketing to ensure the Customer Purchase Specifications (CPS) system is accurate, and up to date
7. Create templates used in Quality Release including, Certificate of Analysis, labels, and formulaid blend calculations
8. Perform Procedure Audits when required per Internal Compliance Program
9. Participate in Food Safety Inspections
10. Other duties as assigned by management.

Supervisory Responsibilities:

None

Qualifications:

1. Bachelor's degree in Biology, Chemistry, or related science, preferred with 3 years of experience in quality assurance or quality control.
2. Familiar with FDA good manufacturing practices (cGMP), preferably 21 CFR 110 for food.
3. Demonstrate creativity by proposing new ideas, identifying and seeking out new assignments.
4. Communicate clearly, concisely and professionally in writing and orally with all levels of plant, and corporate personnel on a daily basis.
5. Plan/organize time efficiently, ability to multitask and to prioritize tasks to meet varying demands.
6. Computer proficiency in Microsoft Word, Excel, PowerPoint, software.

Requirements:

Physical Demands:

N (N/A) A (1 – 25%) B (26 – 50%) C (51 – 75%) D (76 – 100%)
Sitting B % Standing B %
Walking B % Driving A %
Bending/Stooping A % Climbing A %
Reach above shoulder A % Kneeling A %
Pushing/Pulling A % Crawling/Crouching A %
Lifting 20 lbs

Computer work
 N/A Minimal X Moderate Significant
Temperature extremes
 N/A Minimal X Moderate Significant
Noise
 N/A Minimal X Moderate Significant

Travel:

Domestic ≤10 % International 0 %

Other Exposures/Demands:

1. N/A

Please submit your resume and/or application (www.martek.com) to Human Resources at kyjobs@martek.com or fax to 859-744-8364.

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M/F/V/D