COMPLIANCE ASSOCIATE

Tower Laboratories is a leading effervescent product manufacturer in the U.S. We develop and manufacture over-the-counter medications, prescription pharmaceuticals, nutritional supplements, soft drink tablets and other consumer products on a contract basis. We are continually expanding our effervescent product base and currently have several new and interesting products in the research and development phase right now. Learn more about us at **www.towerlabs.com.**

POSITION SUMMARY and RESPONSIBILITIES:

The (Material) Compliance professional is a member of the Quality Assurance Team responsible for ensuring the Company is in full compliance with respect to proper communications and documentation of all of its raw material used in the making of its effervescent products; Compliance with external regulations such as those required by the U.S. FDA, various State department regulatory agencies and individual customers requirements as well as internal established standards.

1. Process owner for development and implementation of raw material compliance program. This includes but is not limited to data entry, documentation reconciliation, performing risk assessment and required investigations, and responding to consumers.
2. Responsible for all material compliance activities; acting as liaison with customers regarding any information they may require for registration of their product or supplier approval.
3. Review and approve site documentation to ensure compliance with regulations and internal standards.
4. Evaluate and conduct research on alternate materials.
5. Interface with R&D in evaluation of new materials and/or alternate vendors.
6. Work closely with Quality Management to streamline current processes and develop new processes/procedures to enhance the business.
7. Prepare, route and manage quality documentation including high level Standard Operating Procedures (SOPs), Change Control, CAPA, etc.
8. Conduct and/or coordinate external audits of raw material vendors, as appropriate.
9. Responsible for the proper filing and storage of documentation.

QUALIFICATIONS:

- Minimum 5 years experience in compliance / quality assurance in a drug and/or cGMP environment.
- Working knowledge of quality system requirements per 21 CFR Parts 820 and 111.
- Strong sense of ownership and accountability.
- Strong attention to detail; excellent communication skills (oral and written).
- Strong organizational skills and ability to prioritize and manage multiple projects
- Commitment to quality and continuous improvement.
- Self-starter; ability to work with minimal supervision
- Possess the ability to respond quickly to changing business needs and have “will do whatever it takes” attitude.
- Knowledge of chemicals; science degree preferred but not required.

This medium sized company is family owned/run and headquartered in the scenic town of Centerbrook in Southeastern Conn.. We offer a friendly working environment and complete

benefit package, including a 401(k) with company match. *Tower Labs is a Socially Responsible Employer and a great place to work!*

Qualified candidates may email resume and cover letter to: hr@towerlabs.com