



## **COMPLIANCE ASSOCIATE**

Centerbrook, CT

Tower Laboratories is a leading effervescent product manufacturer in the U.S. We develop and manufacture over-the-counter medications, nutritional supplements, prescriptions, beverages 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](http://www.towerlabs.com).

### **POSITION SUMMARY:**

This is a salary-exempt professional position responsible for handling a variety of regulatory administrative activities (largely FDA requirements as pertains to cGMP) and significant Records Management. Reports to the Compliance Manager.

### **Essential Functions:**

1. Prepares, routes and manages quality documentation including high level SOPs, Change Control, CAPA, etc. Responsible for filing and storage of quality documentation to ensure ease of retrieval.
2. Reviews and approves site documentation to ensure compliance with Good Manufacturing Practices (cGMP) regulations, internal standards and local regulations.
3. Supports all departments in the development of training packages for new hires, SOP changes, etc. including completion of training records.
4. Manages the complaint process. This includes but is not limited to intake, logging, performing risk assessment and the required investigations, filing MDRs when required, responding to consumers, and tracking and trending.
5. Supports customer and agency audits and inspections. This is done by providing all necessary files, review of the files, providing trend information and when necessary responding to questions.
6. Responsible for all product registration activities including liaison with customers regarding any information they may require for registration or supplier approval.

### **POSITION REQUIREMENTS:**

- Knowledge of cGMP strongly preferred.
- Proficiency in Microsoft Office; MS Word and Excel
- Strong sense of ownership and accountability.
- Demonstrated ability to prioritize and manage multiple projects simultaneously.
- Strong communication skills; both written and oral.
- Exceptional attention to detail.
- Commitment to quality and continuous improvement.
- Must be flexible with outstanding work ethic and possess the ability to respond quickly to business needs and have “will do whatever it takes” attitude.
- College degree preferred

This medium sized company is family owned 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 generous company match. Tower Labs is a Socially Responsible Employer and a great place to work!

**Qualified candidates may email resume and letter of introduction to: [hr@towerlabs.com](mailto:hr@towerlabs.com)**