

## Quality Control Dietary Supplement Compliance Specialist

**Job Title:** Quality Control Dietary Supplement Compliance Specialist  
**Employer:** Pet King Brands, Inc.  
**Department:** Pain and Stress Center Warehouse  
**Reports To:** Operations Manager, Laura Boyd  
**Location:** On-site: Bandera Rd. in San Antonio, TX 78250  
**Job Type:** Full-time Exempt  
**Shift:** Monday thru Friday, Day Shift  
**Date Posted:** 2/2/2024  
**Expiration Date:** 3/11/2024

**The annual budgeted salary range for this position is \$60,000-70,000.**

**Pet King Brands Inc. (PKB Inc.)** is currently hiring an experienced **Quality Control Dietary Supplement Compliance Specialist** to perform and manage the quality assurance functions for dietary supplements and pet supplement regulatory compliance, labeling, testing, and marketing reviews. This role will include but is not limited to developing, organizing, executing, and maintaining quality assurance programs and policies for PKB Inc.'s Pain and Stress Center Warehouse, and division of Pet King Brands Inc. The Quality Control Dietary Supplement Compliance Specialist ensures that every product leaving our facility upholds our collective commitment to quality and safety. This role will be an essential member of the warehouse division and will work closely with the Operations Manager, Warehouse Manager, and executive team.

**Only applicants with previous experience in QC (21 CFR Part 111) will be considered.**

### Job Requirements:

- Bachelor's Degree in a Pharmacy, Chemistry, or biology-related discipline
- 3-5 years of strong QC experience and strong knowledge of QC 21 CFR Part 111, FTC, cGMP regulations and implementations of dietary supplement or pharmaceutical product manufacturing is required.
- Excellent analytical, organizational, and critical thinking skills.
- Superb diligence to detail by performing accurate reviews of product packaging.
- Strong time and task management skills.
- Effective communication and people skills.
- Ability to work independently and as part of a team.
- Ability to read, understand, and follow through on verbal and written English directions.
- Proficient with PC software proficiency (Windows, Microsoft Products), data collecting, and reporting using MS Excel

### Duties & Responsibilities

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- Develop, execute, approve, and maintain documentation and procedure controls with version control with all site quality documents (SOP's, Policies, etc.), and specs approvals.
- Reviews and approves all quality events, including change controls, CAPA, deviation reports, OOS investigations, /complaints, and handling NCR, to ensure compliance with GMP, document management procedures, and other applicable quality standards.
- Develop and conduct regular quality controls (QC) for testing, inspecting, and releasing materials and finished goods to ensure compliance with FDA regulations and certifying body standards including GRMA.
- Collaborates with the Warehouse Manager on planning and executing regular quality inspections and facility audits i.e.: scheduling, planning leading, reporting, and following up on systems, and processes to ensure facilities, utilities, equipment, and computer systems are appropriately validated/ qualified; approval of key validation deliverables helping to address site-specific requirements.
- Collaborates with the Warehouse Manager on training quality assurance policies & procedures with team members.
- Manages and maintains the site's quality equipment and the inventory of quality tests & disposable materials.
- Manages third-party qualification/verification and inspection processes for quality contractors and vendors.
- Provides review and regulatory approval of study-related documentation (i.e., batch records, protocols, reports, certificates of analysis, etc.)
- Implement and monitor corrective and preventive actions by conducting risk assessments, mock recall, and traceability exercises allowing continuous improvement initiatives.
- Prepare and present quality reports to management.
- Perform other related duties as assigned by management.

#### **Physical Demands and Work Environment:**

- Must be available outside standard business hours as needed to support customers, business, and production shifts.
- Lifting of moderately heavy items such as product cases. Constant computer screen viewing.
- Frequently required to stand; walk; talk or hear; reach above shoulders; use hands to finger, handle, grasp, pinch or touch objects, control, tools, or equipment; kneel, crouch and reach. Ability to stand and walk for prolonged periods of time.
- Occasionally required to lift, carry, move, push, or pull materials, products, or equipment up to fifty pounds; bend at the waist; climb or balance.
- Occasionally exposed to extreme heat, cold and humidity (weather-related).

#### **Job Benefits:**

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- Salary range: \$60-70K per year
- Healthcare insurance (medical, dental, & vision) on the 1st of the following month of hire for you and your family
- Group life insurance.
- Long-term disability insurance
- Paid time off and holidays
- Company-matched retirement plan after one year

**Pet King Brands Inc.** is a successful woman-owned company specializing in **ZYMOX®** and **Oratene®**, pet remedy-oriented consumer brands, for over 25 years. Our patented **LP3 Enzyme System** provides easy-to-use, chemical-free, antibiotic-free ear and skin remedy products and superior oral protection against breath, plaque, and periodontal disease. We have successfully sold our products to retail and veterinary locations across the US through our distributors and brokers and using integrated e-commerce platforms to sell directly to our consumers.

Email your resume to [humanresources@petkingbrands.com](mailto:humanresources@petkingbrands.com) to join our family and drive our growth forward into the future.

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*Pet King Brands Inc. is an Equal Opportunity Employer. Employment opportunities are available to all qualified candidates regardless of race, religion, gender, gender identity, sexual orientation, national origin, age, military or veteran status, disability, or any other characteristic protected by applicable law.*

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*The above is intended to describe the general content of and requirements for the performance of this job. It should not be construed as an exhaustive statement of duties, responsibilities, or physical conditions. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.*

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