



Job Description: Quality Control Professional

Chem-Impex Overview

Chem-Impex International (“CII”), a privately held corporation, manufactures and distributes over 20,000 chemicals for laboratory use in life sciences research. Our products are used by research institutes, universities, Contract Research Organizations (“CROs”) and large pharmaceutical companies globally. CII has over 30 years of operating experience with offices in the US and India and has built a strong recurring client base worldwide. CII has grown significantly since inception and has increased revenues approximately 10% annually over a 30+ year period since inception. CII currently employs 17 professionals at its Wood Dale, IL headquarters and 10 professionals in Pune, India.

Opportunity

CII seeks to expand its quality team to better meet increased demand for our products and improve upon our existing quality system. The quality department at Chem-Impex forms the core of the company and interacts with all departments including sales and procurement. The initial role will consist of expanding laboratory use, consolidating technical information about our products, and managing quality databases. However, there will be an opportunity to expand the role to include other strategic initiatives after the initial training period.

- Full-time
- Immediate start date
- Pay commensurate with experience
- Desire to locate in the Chicago-area

Responsibilities

- Consolidate technical documentation of chemicals and procedures
- Support investigations and root cause analysis of any deviations to the product or procedures and coordinate the disposition according to our quality management system and ISO standards.
- Use and maintain all laboratory equipment correctly, and accurately document and report all test results.
- Communicate with customers regarding technical information
- Develop new strategies for managing and analyzing chemical data
- Collect, review, and compare detailed product information about the fine chemical industry
- Perform internal audits of chemical information (Product Specifications, Certificates of Analysis, & MSDS)

Requirements

- Solid educational background and quantitative abilities
 - BA/BS degree required (STEM; Chemistry preferred)
 - Preferred: Knowledge or experience with organic chemistry and analytical techniques such as HPLC, NMR, GC, MS, and IR
- Ability to communicate effectively at all levels including technical writing skills and across departments
- Self-motivated, ability to work both effectively and meticulously on an independent basis
- Proficient in all Microsoft applications
 - In addition, the ability to quickly adapt to new internal proprietary software
- Interest in joining a fast-growing and entrepreneurial company in the chemical industry

Email: Cover letter and resume to michael@chemimpex.com