

Crown Laboratories, along with our affiliated companies, has a long-standing heritage in skin care, and we are passionate about providing consumers and clinicians with innovative solutions for the skin. As our mission states, we are committed to developing and providing a diverse portfolio of pharmaceutical and consumer products that improve the quality of life for our customers.

With consumer brands like Blue Lizard Australian Sunscreen, Vita Liberata, and more, we offer best-in-class sunscreens, self-tanning lotions, moisturizers, cleansers and oral care products. Our prescription products provide healthcare professionals with solutions for managing a variety of skin conditions. We are excited about our future, as we grow to become an innovative leader in the dermatology, skin care, and aesthetics industries while enriching the lives we touch.

We are currently recruiting for an experienced **Quality Control Stability Coordinator**, based at our Johnson City, TN facility which will be responsible for assisting in supporting Quality Control Laboratory personnel as it pertains to the sampling and tracking of finished products for stability testing.

### **Main Accountabilities**

- Maintains safe and clean work environment by following policies and procedures
- Assists in tracking internal and contract testing of raw material and finished product samples
- Perform finished product sampling and logins
- Track stability sample testing schedules
- Monitor stability chambers
- Liaise with internal and external customers relating to stability studies
- Ability to understand and use the Crown iStability software
- Coordinates sample shipments to outside resources
- Assist EHS involving safety issues/corrections in the lab
- Any other assignments as deemed necessary by Quality Control management

### **Job Related Qualification/Skills**

- Minimum High School diploma or 2-year Associates Degree or 4-year BS degree
- 3-6 years' experience in the Pharmaceutical Industry or other applicable business environment.
- 2 consecutive years of satisfactory performance appraisals
- Participate in at least one interdepartmental Op X project
- Proficiency in Microsoft Office suite of products, (Word, Excel, PowerPoint) preferred
- Good verbal and written communication skills.
- Possess basic math skills
- Ability to comprehend relevant SOP information pertaining to test methods, specifications, protocols, CoA's, and other documentation related to sampling, tracking and analytical testing of raw materials, in-process materials and finished product.
- Demonstrates proficiency to navigate and satisfactorily perform functions within applicable stability and company software – create protocols, generate trends, assemble documentation related to stability studies, etc.
- Ability to write, comprehend and execute special project protocols.