



JOB TITLE: Quality Manager

Grade:

Reports to: CFO

Department: Quality Assurance, Boulder, CO

Original Date: 26 October 2006

Revised Date: 4 March 2009

JOB SUMMARY: Oversee the daily QA/QC operations and activities at Chromadex.

ABOUT CHROMADEx™

ChromaDex's™ main thrust is to create industry accepted information, products, and services for every layer of the functional food, pharmaceutical, personal care, and dietary supplement markets. As a pioneer of reference standards and services, ChromaDex™ is enabling enterprises to add significant value to their products and services. ChromaDex™ also provides the necessary infrastructure to the nutraceutical industry for self-regulation to occur.

As a member of the team, you will be at the leading edge of a rapidly growing and profitable industry. ChromaDex™ is looking for talented and scientifically oriented people who are attracted to this vision. Our customers demand nothing but the best: team players who are energized by the constantly changing markets we work in and who seek to solve real business problems.

SUPERVISION RECEIVED AND EXERCISED:

Ability to work independently and in a team environment with minimal supervision. Ability to develop projects from conception to execution independently. The Quality Manager reports to CFO of the company.

ESSENTIAL FUNCTIONS:

Duties may include, but are not limited to, the following:

- Ensure compliance with ISO 17025 standards.
- Manage day to day activities of QA staff.
- Maintain the Electronic Complaint Manager, SOP Management, and Training Management databases.
- Schedule and perform internal audits of all Chromadex facilities.
- Schedule and perform audits of ChromaDex vendors.
- Manage Chromadex's Document Control Program.
- Maintain ChromaDex QA program.
- Write and/or review analytical methods.
- Creation and maintenance of SOPs.
- Writing and/or Review of ChromaDex reports
 - Outgoing contract analysis CofAs and technical reports

- ChromaDex Reference standard CofAs
- ChromaDex Reference material CofAs
- All other QA related documents

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Knowledge of analytical instrumentation and methodology.
- Good written and verbal communication skills.
- Good organizational skills.
- The ability to communicate with a variety of people in a variety of positions.
- The ability to prioritize projects.

KNOWLEDGE, SKILLS, AND ABILITIES DESIRED:

- Access database knowledge.
- Knowledge of analytical analysis.
- Knowledge of ISO, TGA, and cGMP requirements.

TRAINING, EDUCATION AND EXPERIENCE:

- B.S. degree in Chemistry or closely related field.
- Advanced degree desired.
- 3+ years of analytical chemistry experience.
- 5+ years QA/QC experience.