



1300 West Washington Street  
 West Chicago, IL 60185  
 (630) 876-6763  
 www.eagleflexible.com

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|-----------------------|----------------------------------|-------------------------|-----------------|
| <b>Job Title:</b>     | Quality Assurance Technician     | <b>Job Category:</b>    | Operations      |
| <b>Reports to:</b>    | Director of Operations           | <b>Location:</b>        | West Chicago    |
| <b>Position Type:</b> | Full-Time; 2 <sup>nd</sup> Shift | <b>Travel Required:</b> | Minimal         |
| <b>Date posted:</b>   | July 22, 2010                    | <b>Posting Expires:</b> | August 31, 2010 |

**Job Description**

**Role and Responsibilities**

Eagle Flexible Packaging is a rapidly growing provider of printed flexible packaging. The Quality Assurance Technician’s work will be performed in a manufacturing, lab, and office environment. Work may include some travel by plane or car, and may require some day or overnight. This position requires the use of a computer and various testing and measuring instruments. While this is a second shift position, some flexibility may be required to accommodate our production schedule. This position assists in the following: evaluation of Eagle's systems, processes, and documentation; development and implementation of the systems, processes, and documentation necessary to achieve and improve, internal and external customer satisfaction in accordance with Eagle's Mission and Guiding Values.

**Specific Duties**

- Assist in the development and maintenance of cGMPs, Quality System, HACCP program and other programs deemed necessary to assure our success
- Assist in the development and pursuit of programs that Eagle deems necessary for its growth and success, such as recognition by AIB as compliant to their requirements
- Assist in the development and maintenance of training programs and procedures
- Document and communicate customer specifications
- Assist in the documentation and communication of Eagle production specifications (run conditions)
- Assist in determining the tests and evaluation necessary to assure the satisfactory quality of incoming materials, and perform those tests
- Assist in the determination of, and perform the tests and checks necessary to assure the satisfactory quality of in-process and finished, at all printing and converting operations.
- Assist in the performance of internal audits necessary to assure our compliance with stated procedures and objectives.
- Assist in the problem analysis and corrective action necessary to address any customer complaints or rejections.
- Assist in the timely communication, to our customers, of response to their complaints and our corrective actions taken to avoid recurrence.

**Desired Outcomes/Results**

- Measurable improvement in regards to complaints and rejections, both internal and external.
- **Measurable improvement to our current productivity and material usage.**
- **Implementation of a Pharmaceutical/Medical Device Quality System within six months.**

**Education, Knowledge and Skills Required/Preferred**

- Desire to learn and grow
- Quality critical and continuous improvement mindset
- Effective problem solving skills
- Effective communication skills
- Excellent organization skills
- Excellent color acuity and good vision (corrected if necessary)
- Basic PC skills, including Microsoft Word and Excel



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- Ability to bend at the waist, stoop, kneel and stand for extended periods of time throughout the day
- Ability to lift, on occasion, up to seventy-five pounds
- Some travel, by both airplane and automobile, which may include over-night, out of town stay-over

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**Submit your resume and cover letter to:** [mnuno@eagleflexib.com](mailto:mnuno@eagleflexib.com) or fax (630) 876-6773;  
Subject line should contain the title of the position you are applying for.

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

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| Reviewed By:     |  | Date:      |  |
| Approved By:     |  | Date:      |  |
| Last Updated By: |  | Date/Time: |  |