



23 Mill Brook Road  
Mill Brook Business Park  
Saco, Maine 04072  
Fax: 207-885-1079  
www.mmqci.com

***MAINE MOLECULAR QUALITY CONTROLS, INC. is HIRING!!***

## **Formulations Assistant I: Molecular Diagnostics Products**

EMPLOYER: Maine Molecular Quality Controls, Inc. (MMQCI) designs, develops, manufactures, and markets unique quality control products used by hospital laboratories to monitor the accuracy of tests for inherited disease, pharmacogenetics, oncology, and infectious diseases. MMQCI also provides custom products to IVD manufacturers for test development, internal QC and kit controls. MMQCI has developed technologies to stabilize DNA and RNA for use as quality controls and continues to pursue the discovery of novel techniques useful for the development of new quality control products. We are a small, growing company that offers a relaxed but challenging work environment.

POSITION TITLE: Formulations Assistant I

### **GENERAL SUMMARY:**

The Formulations Assistant will provide reagents, services and key support to the Manufacturing MMQCI team by performing a wide variety of laboratory-based tasks according to established written procedures under limited supervision. The successful candidate has good laboratory dexterity, is comfortable in a clean room laboratory environment where gowning and aseptic technique is required. He or she must be able to accurately use micropipettes, pH meter and other standard laboratory equipment. The successful candidate is well-organized and enjoys following detailed work instructions. It is expected that the Formulations Assistant will quickly develop sufficient expertise to function independently.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Manufacture materials such as buffers, reagents, and solutions, according to approved protocols and standard operating procedures. The scale of manufacturing can range from 10ml to 60 liters.
2. Operate pH meters, conductivity meters, balances, autoclaves, peristaltic pumps, vacuum pumps, filtering apparatus and laboratory mixing equipment.
3. Perform aseptic technique and use biological and fume hoods while appropriately gowned (hair net, goggles, facemask, lab coat, gloves and booties).
4. Accurately perform scientific calculations involving solution concentrations, dilutions and pH.
5. Perform environmental monitoring routinely for the clean room lab area, including particle counts, air sampling for viable particles, water sampling for bacteria and contact plates. Full



23 Mill Brook Road  
Mill Brook Business Park  
Saco, Maine 04072  
Fax: 207-885-1079  
www.mmqci.com

gowning with hair net, safety glasses, mask, gloves, booties and lab coat is required for protection of the products.

6. Receive in supplies accurately by matching items with their orders, filling out the log sheet, and checking quality documentation as appropriate. Ability to stand and manipulate large boxes for several hours is required.

7. Provide clean, chemically treated and autoclaved glassware to staff as needed. Washes laboratory glassware carefully and thoroughly using the automated dishwasher and also washes certain items by hand according to Standard Operating Procedures (SOPs). Ability to stand for several hours is required.

8. Performs periodic maintenance on lab equipment, such as cleaning freezer and refrigerator filters and de-icing.

9. Follows all MMQCI's protocols based on current Good Manufacturing Practice (cGMP) and International Organization for Standards (ISO) quality systems by consistently and accurately filling out appropriate paperwork and following appropriate procedures.

10. Ability to work with hazardous material such as acid.

**MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. B.S. in Biology/ Life Sciences or Chemistry with at least 1 year work experience in a laboratory, or Associate degree in Biology/ Life Sciences or Chemistry with at least 3 years of experience working in a laboratory.
2. Familiarity with working with DNA and RNA is highly desired.
3. Able to accurately perform a wide variety of laboratory procedures quickly but with stringent attention to detail, while fully gowned, using correct aseptic techniques.
4. Is well organized, follows instructions meticulously and enjoys precise, detailed work.
5. Familiarity with gowning procedures and working in laminar flow cabinets is preferred.
6. Good communication skills, written and oral, with good computer skills including Excel.
7. Experience in a GMP or ISO quality system industrial environment is preferred.
8. Strong work ethic; willingness to help the MMQCI team whenever and wherever needed, ability to multitask.
9. Must be a nonsmoker due to product contamination prevention requirements.



23 Mill Brook Road  
Mill Brook Business Park  
Saco, Maine 04072  
Fax: 207-885-1079  
www.mmqci.com

10. Must be able to stand for several hours, lift approximately 25 lbs and safely manipulate large glass flasks up to 20L and packages.

---

*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 intended to be construed as an exhaustive list of all responsibilities, duties and skills of personnel so classified.*

---

**LOCATION:** MMQCI is conveniently located in beautiful southern coastal Maine, minutes from the Maine Turnpike, Portland International Jetport, and less than 2 hours from Boston. Close by are fabulous Portland restaurants, sandy beaches, and a plentiful supply of Maine lobsters! Many terrific outdoor activities are easily accessible including hiking, biking, kayaking, fishing, skiing and snowshoeing. We moved into our brand new, state-of-the-art facility April 2016 and we're now located in Saco, right next to the Eastern Trail. Come join us!

**BENEFITS:**

- Medical insurance
- Dental insurance
- 401(k)
- Profit sharing plan
- Vacation
- Holidays
- Sick leave

**How to apply:** by Email/ No Phone inquiries accepted  
Email: [HR@mmqci.com](mailto:HR@mmqci.com)

***A cover letter is required.***

Contact Information:

HR  
Maine Molecular Quality Controls, Inc.  
23 Mill Brook Road  
Mill Brook Business Park  
Saco, Maine 04072