



23 Mill Brook Road  
Saco, Maine 04072  
Fax: 207-885-1079  
[www.mmqci.com](http://www.mmqci.com)

## **IT Technician**

**EMPLOYER:** Maine Molecular Quality Controls, Inc. (MMQCI), located in Saco, Maine, designs, develops, manufactures, and sells unique quality control products used by hospital laboratories and manufacturers to monitor the accuracy of tests for genetic, oncologic, and infectious diseases. MMQCI has patented 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 and offer a relaxed but challenging work environment.

**POSITION TITLE: IT Technician**

### **GENERAL SUMMARY:**

The successful candidate will enjoy working as part of a team and across teams, multitasking, and performing a variety of tasks at a fast pace. The IT Technician's main focus is to support everyday IT needs. Such as providing general desktop / printer support and troubleshooting issues independently or with our external IT partners. IT Technician is part of the Technical Operations team and will assist the Company in various ways by installing, qualifying and maintaining equipment used to manufacture, store and test product and validating new processes and procedures. A successful candidate is comfortable in a clean room laboratory environment where gowning and aseptic technique are required. They enjoy being well-organized, performing detailed tasks according to established written Quality System procedures. It is expected that the IT Technician will rapidly develop sufficient expertise to function independently with minimal supervision.

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

- Installing / maintaining workstations and other equipment like printers.
- Installing desktop operating systems and other software.
- Configuring new users to network and connecting to relevant servers.
- Maintaining network and computer systems with assistance from our external IT partners.
- Troubleshooting network / user issues independently or with assistance from our external IT partners.
- Research and recommend hardware / software purchases.
- Calibrate and maintain equipment following written procedures.
- Installs and qualifies equipment (IQ/OQ/PQ) for manufacturing and QC testing of product. Assists in writing validation protocols and reports, and creates written maintenance procedures. May perform some basic repair of equipment.



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- May perform environmental testing and some QC assays related to environmental testing of manufacturing and QC areas. Testing includes particle testing (air sampling and contact plates) as well as contamination testing via swipes.
- At times, may be asked to perform other duties related to Technical Operation.
- Documents all work with 100% accuracy in a timely manner by recording lot numbers, dates, etc. on documents as required by MMQCI's Quality System in accordance with current Good Manufacturing Practice (cGMP).
- Carefully and consistently follows all MMQCI's protocols to protect product integrity, including repetitive cleaning of benches, donning of gloves, booties, lab coats, facemasks, hairnets and other Personal Protective Equipment as appropriate.

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

1. Bachelor degree required.
2. In depth knowledge of diverse computer systems and networks with an emphasis on windows-based systems. Good knowledge of internet security and proficient with Microsoft Office.
3. Experience implementing / maintaining ERP systems is highly desired.
4. Work experience in a laboratory setting is highly desired.
5. Familiarity with molecular biology (working with DNA / RNA) is a plus.
6. Ability to perform procedures quickly but with stringent accuracy and attention to detail.
7. Good communication skills, written and oral.
8. Experience in a GMP or ISO quality system environment is highly desired.
9. Must be a nonsmoker due to product contamination prevention requirements.
10. Must be able to stand for several hours and lift approximately 30 lbs.

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*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.*

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**BENEFITS:**

- Medical insurance
- Dental insurance
- Vacation
- Holidays
- Sick leave
- 401(k)
- Profit Sharing Plan

**How to apply:** by Email/ No Phone inquiries accepted

Email: [HR@mmqci.com](mailto:HR@mmqci.com)

***A cover letter is required Please!***

Contact Information:

Human Resources  
Maine Molecular Quality Controls, Inc.  
23 Mill Brook Road  
Saco, Maine 04072

**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 have a beautiful, state-of-the-art facility located in Saco, right next to the Eastern Trail. Come join us!