



At Kotra Pharma, we believe that everyone deserves a healthier tomorrow. It's every individual's right to live a healthy life to the fullest, and thus, we are committed to bring top-notch health products to the world. By humanising healthcare, we see beyond instruments and medicines for the general well-being of everyone. If you want to make a difference in this industry, begin with us.



**Senior Chemist or  
Analytical Method  
Development  
Chemist**

**Key Responsibilities:**

- \* To report to QC Manager on all matters related to analytical method validation and analytical method development or improvement for existing starting materials and finished products.
- \* Establish analytical method validation protocol, execute and prompt reporting analytical method validation reports on timely manner.
- \* Responsible to establish and manage all the analytical method validation and method development or improvement related documentation system and archival.
- \* Direct assistance to Validation Team in process validation, cleaning and other qualification or validation, in which laboratory testing support is required.
- \* To work towards achieving the QC Departments KPI.
- \* To ensure a safe working environment at QC Department.
- \* Comply and work towards meeting the company's quality, health safety and environment objectives and policies.
- \* Any other jobs or assignment as assigned.

**Job Specifications:**

- \* Bachelor Degree or Master in Chemistry/ Food Science/ Pharmacy or equivalent.
- \* At least 3 to 5 years working experience in analytical pharmaceutical, healthcare or cosmetic manufacturing industry.
- \* Hands on experience in validation of analytical procedures in line with the development of new formulations
- \* Strong working knowledge in product developed compliance to cGMP, National Regulatory Guidelines and other law regulating the manufacturing and commercialization of medical products.
- \* With good command of spoken and written English.

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| <b>Chemist</b> | <p><b><u>Key Responsibilities:</u></b></p> <ul style="list-style-type: none"><li>* To report to QC Manager on all matters related to analytical method validation and analytical method development or improvement for existing starting materials and finished products.</li><li>* Establishing, managing, planning, scheduling and executing analytical method validation and analytical method development or improvement programs for existing starting materials and finished products following regulatory requirements.</li><li>* Responsible to review and establish finished product and starting material test procedures, specification and COA in accordance with latest official monographs/pharmacopoeia.</li><li>* Responsible to train and qualify QC chemists and lab technician on development or improved analytical methods for existing starting and finished products.</li><li>* Direct assistance to the Validation Team in process validation, cleaning and other qualification or validation, in which laboratory testing support is required.</li><li>* To participates in troubleshooting laboratory equipment failure and provide proposals for improvements.</li><li>* To work towards achieving the QC department KPI.</li><li>* To ensure save working environment at QC department.</li><li>* Comply and work towards meeting the company's quality, health safety and environment objectives and policies.</li></ul> <p><b><u>Job Specifications:</u></b></p> <ul style="list-style-type: none"><li>* Bachelor Degree or Master in Chemistry/ Food Science/ Pharmacy or equivalent.</li><li>* At least 3 to 5 years working experience in analytical pharmaceutical, healthcare or cosmetic manufacturing industry.</li><li>* Hands on experience in validation of analytical procedures in line with the development of new formulations.</li><li>* Strong working knowledge in products development and familiarity with quality assurance procedures.</li><li>* Knowledge in new products developed compliance to cGMP, National regulatory Guidelines and other law regulating the manufacturing and commercialization of medical products.</li><li>* With good command of spoken and written English.</li></ul> |
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| <p><b>Laboratory Technician</b></p> | <p><b><u>Key Responsibilities:</u></b></p> <ul style="list-style-type: none"> <li>* Reports to Assistant QC Manager on all matters pertaining to laboratory equipment status involving availability, preventive maintenance, calibration and qualification.</li> <li>* Responsible in ensuring that all the laboratory equipment are always in an idle status for use.</li> <li>* Responsible in conducting calibration, and preventive maintenance according to the predetermined schedule.</li> <li>* Responsible in coordinating for external calibration and preventive maintenance for laboratory equipment as per schedule.</li> <li>* To update the laboratory equipment master list, in order to reflect the current number and status of the equipment.</li> <li>* To ensure that all equipment records are maintained and archived in equipment files.</li> <li>* To immediately report to Superior on any deviation observed on laboratory equipment.</li> <li>* To assist Superior in preparing yearly equipment budget for Quality Control Department.</li> <li>* To strictly follow to safety regulations during daily work and safety precaution of each equipment.</li> <li>* To practice GMP and GLP at all times.</li> <li>* Establish were and tare or spare part list for critical instruments and ensure stock keep of the spare parts.</li> <li>* Establish and review SOP's related to equipment / instrument operating procedures and calibration procedure accordingly.</li> </ul> <p><b><u>Job Specifications:</u></b></p> <ul style="list-style-type: none"> <li>* Minimum qualification Diploma in Mechatronics / Electronics/ Mechanical.</li> <li>* Preferably with working experience, but fresh graduate are encouraged to apply.</li> <li>* Preferably below 30 years old.</li> </ul> |
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Interested candidates are encouraged to apply. Kindly send your resume to:

**Recruitment, Human Resource Department**  
**Kotra Pharma (M) Sdn Bhd (90082-V)**  
**No. 1, 2 & 3 Jalan TTC 12, Cheng Industrial Estate**  
**75250 Melaka, Malaysia**

Or

E-mail to: [hr@kotrapharma.com](mailto:hr@kotrapharma.com)

