

KVK Tech	Employee Job Description
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1. Employee details:

First Name		Middle Initial		Last Name	
Hire Date		Department	Quality Assurance		
Location		Job Title	DEA Coordinator	FLSA Status:	Exempt
Role	N/A				
Sub role (If any)	N/A				

2. Role Purpose:

Manage all functions of the DEA paperwork and requirements by coordinating with other departments while maintaining compliance with cGMP, FDA , OSHA, EPA and DEA.

3. Key Duties & Responsibilities:

- Monthly Arcos report filing
- Year-End Inventory filing
- Filing for annual Quota
- Year-End Quota filing
- Supplemental Quota filing
- Managing Waste destruction
- Handles DEA audits
- Comply to DEA guidelines/Company Policies and Data Integrity
- Ensure Data Integrity and Audit Trail Traceability

4. Typical Supervisory Responsibility:

N/A

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5. Education/Technical Competencies/ Certifications/ Licenses:

Technical competencies	<ul style="list-style-type: none"> • Proven working experience as a DEA Coordinator or relevant experience • Outstanding communication abilities • Minimum 5 years as DEA Coordinator or relevant experience • Handles confidential and non-routine information with poise, tact, and diplomacy • Strong typing and proofreading skills; and the ability to produce typed documents quickly and accurately • Demonstrated proficiency in MS Word, Excel and MS PowerPoint. • Takes initiative and exhibits resourcefulness in problem solving; experienced in working in a collaborative team environment • Maintains confidentiality at all times and exercises solid, dependable judgment and discretion • Displays effective communication skills, both oral and written (timely, clear, succinct); constructively delivers and receives feedback • Strong organizational and multi-tasking abilities • Continuous working knowledge of applicable DEA regulations • Continuous working knowledge of applicable cGMP guidelines • Demonstrates a high level of confidence, integrity and motivation
Education/Certifications/Licenses/Other	AS/BS/BA College degree preferred

6. Physical Demand and Work Environment:

a. Physical demands:

While performing the duties of this job, the employee is required to walk, sit, and use hands to finger, handle or feel tools or controls, reach with hands and arms, balance, stoop, crouch, bend, talk and hear. The employee must lift and/or move up to 20 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, and depth perception.

b. Work environment:

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N/A
