

**Job Title:** Operations and Decision Analyst

**Employer:** Life Rising Corporation

**Located in:** Willowbrook, Illinois

**Degree Required:** Master Degree

**Job Description:**

Create database for food/herbal supplements use by customers;

Develop questionnaires and surveys, use data as it pertains to FDA regulation of LR products; and use questionnaire/survey data to determine customer satisfaction with LR products;

Stay current with peer-reviewed research on Chinese traditional herbal treatment vs Western medicine;

Draft instructional and standard operation procedure (SOP) manuals for all employee tasks, consistent with FDA guidelines for product handling, quarantine, retention sampling and complaints; and monitor employee compliance with SOP;

Work with consultants to achieve FDA current Good Manufacturing Practice (GMP);

Work with supplier located in Tianjin, China with goal of extending FDA compliance to supplier's operation, from acquisition of raw materials through to shipment to the U.S. Use knowledge gained from work with U.S. consultants to advise Chinese supplier on all FDA requirements, including all redesign and architectural solutions.

**Qualifications:**

Master's degree in health science, data science, or related field with at least one year of experience as described above.

Knowledge of data collection and analyzing method. Skills in data analysis with statistical programming software such as SAS, R, STATA, or SPSS. Abilities to perform complex analysis of data and provides interpretation of outcomes. Identifies issues to be researched, determining affected areas and the impact, and developing strategies to contribute to the resolution.

Knowledge of federal and state laws and FDA regulations pertaining to food supplement and health policies.

Preferred to have strong verbal and writing communication skills in Chinese so as to work with supplier in China to comply with regulations in the U.S, reviewing materials in Chinese and Chinese regulations regarding to herbal products.

Strong verbal and written communication skills to prepare reports and deliver presentations; collaborate on projects; and establish and maintain good working relationships with others.