



Chemist I **Salaried, Exempt**

Job Summary: Responsible for Conduct QC testing for release, stability, and raw materials and finished products, used by the Dietary Supplements, Food and Pet Nutrition industries which are manufactured or sold by 21st Century HealthCare

Reports To:

- Laboratory Manager

Essential Functions:

- Prepares and tests samples from all phases of manufacturing of dietary supplements and foods
- Performs testing functions on variety of instruments including HPLC, GC, FTIR, ICPMS
- Analyzes data and approves test results
- Maintains daily controls, standards, and instrument quality checks
- Maintains workstation testing within expected timelines for the release of samples
- Maintain a detailed testing notebook
- Participate in the approval and release of raw materials and products
- Troubleshoot tests and methods as directed
- Assist with validating analytical methods as assigned
- Assist with shipment and tracking of samples sent for contract laboratories
- Perform OOS investigations and documents properly
- Perform laboratory administrative tasks as assigned
- Adhere to all Good Laboratory Practices, Good Documentation Practices, and Good Hygiene Practices
- Other duties as assigned

Knowledge, Skills, and Abilities:

- Skilled in monitoring, troubleshooting, critical thinking, process control, time management, following through, serving customers, and active listening
- Demonstrate leadership, attention to detail, orientation to quality, deductive reasoning, problem sensitivity, problem solving, and skilled at decision making
- Knowledge of food production processing, chemistry, biology, cGMP's, human resources, and safety of personnel

Education and Experience:

- Bachelor's Degree in Chemistry or Minor in Chemistry with 5+ years of experience in a quality control laboratory
- Direct knowledge of, or experience with, analytical techniques such as HPLC, FTIR, UV-Vis, GC, Titration, ICP, LC-MS, GC-MS, or ICP-MS
- Accuracy with complex mathematical functions.
- Excellent verbal and written communication skills in English.
- Must be able to use Microsoft Office, laboratory equipment or other business-related software.

Work Environment and Physical Demands:

- The employee is regularly exposed to moving mechanical parts, electrical shock, noise, and to airborne particles, including some allergens
- Completion of duties must be done within an allotted time which may create a sense of time pressure to meet deadlines
- Regularly required to stand, walk, lift, and to sit for long intervals

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.