



Lab Technician I Salaried, Exempt

Job Summary: Responsible for laboratory-based tasks, such as sampling, testing, measuring, recording, and analyzing results while adhering to prescribed testing methods following testing standards and specifications.

Reports To:

- Director of Laboratory Services

Essential Functions:

- Preps samples for testing in accordance with test methods
- Assists analysts with testing work centers
- Performs standard entry level laboratory testing
- Accurately report testing data
- Checks samples in and out of lab
- Creates documents to release samples from lab
- Track sample paperwork through the testing process and attach data.
- Duties assigned within material orders, inventory, and PO process
- Duties assigned within the Shelf Life Program
- Duties assigned within the calibration program
- Duties assigned within the OOS program
- Creates sample composites and distributes them to testing workstations.
- Send and receive samples to and from 3rd parties for testing.
- Track 3rd party testing data and paperwork.
- Active in customer service as assigned
- Duties as assigned in chemical waste management
- Duties as assigned in lab environment cleanliness
- Able to perform basic computer functions
- Perform function with a high speed to enhance through-put of the testing process.
- Know and perform current 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

Education and Experience:

- Bachelor's degree in Chemistry, Biology, Microbiology, Botany, Biology, Physics or other "hard sciences".
- 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:

- Must occasionally lift 25 lbs.
- Regularly required to stand, walk, lift, and to sit for long intervals
- The employee is regularly exposed to moving mechanical parts, electrical shock, noise, and to airborne particles

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.