



Lab Technician
FLSA Status: Salary, 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:

- Laboratory Manager

Essential Functions:

- Checks samples in and out of lab.
- Creates documents to release samples from lab.
- Track sample paperwork through the testing process and attach data.
- Accurately report testing data.
- Tracks samples through the lab process.
- Tracks sample status daily and reports status to Lab Management.
- Creates sample composites and distributes them to testing work stations.
- Send and receive samples to and from 3rd parties for testing, and track testing data and paperwork.
- Assistance with basic tests (pH, IR, LOD).
- Perform routine specimen preparation as directed for testing of finished products and raw materials used in the Dietary Supplements, Food and Pet Nutrition industries.
- Know and perform current Good Laboratory Practices, Good Documentation Practices, and Good Hygiene Practices.

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.
- Able to perform basic computer functions.
- Perform function with a high speed to enhance through-put of the testing process.
- Must be proactive in duties with a high attention to detail.

Education and Experience:

- Associates and Bachelor Degrees Accepted.
- Computer Skills – Must be able to use Microsoft Office, laboratory equipment or other business-related software.

Work Environment and Physical Demands:

- 45-50 hours per week including some weekend and night work required depending on business needs.
- Must be able to meet all safety requirements and adhere to applicable safety policies.
- Must occasionally lift 25 lbs. or more
- Specific sensing abilities required by this job include near vision, tasting, and smelling.

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.