



Laboratory Services Specialist Salaried, Exempt

Job Summary: Responsible for tracking samples for analytical testing, taking, and restocking inventory, preparing samples for analysis, works with other team members to ensure testing timelines.

Reports To:

- Laboratory Manager

Essential Functions:

- Keeps lab samples and paperwork organized
- Creates sample composites
- Delivers samples to the appropriate workstation
- Sends samples to contract laboratories
- Tracks contract testing data and paperwork
- Daily collects, cleans and puts away laboratory dishware
- Writes and reviews C of A's for sample release
- Must be able to multitask and function fast paced environment
- Operates and maintains laboratory office machines
- Communicate testing results in a professional and consistent manner as directed
- Active in customer service as assigned and attends to correspondence in a professional manner
- Assist with the OOS process and the Shelf Life Stability Program as assigned
- Assists with the documentation of the calibration program as assigned
- Assist with proper organization and appearance of the laboratory, including keeping the area and equipment clean and uncluttered
- Assists with lab supply orders and stocking of supplies
- Follow safety rules, guidelines, and standards for all projects
- 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.
- Attention to detail, orientation to quality, deductive reasoning, problem sensitivity, problem solving, and skilled at decision making.
- Experience in quality assurance or quality control a plus

Education and Experience:

- Minimum High School Diploma. Preferred college credits: Associates degree or science-based certification preferred. Evidence of High school and/or college credits in science required
- Accuracy with mathematical functions
- Excellent verbal and written communication skills in English
- Must be able to use Microsoft Office, operate business-related software, manage files and records

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

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.