

Chemistry Laboratory Assistant

Mount Laurel Township, NJ, US

Full Time

Non-exempt

Job Summary

Supports cGMP analytical chemistry operations associated with processes related to routine cleaning, sample receipt and distribution, and ordering and receiving laboratory supplies.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Supports laboratory staff by maintaining glassware, logs, and records.
- Maintains glassware by picking-up, cleaning, and distributing.
- Provides glassware ordering, receiving, and inventorying.
- Keeps laboratory reagents and supplies ready by inventorying stock, placing orders, and verifying receipt.
- Incoming sample receiving, tracking, inventorying.
- Daily laboratory setup including verification and calibration of instruments.
- Assist analysts in preparation of solutions and testing of samples as assigned.
- Safely dispose of chemical and sample waste
- General housekeeping to maintain cleanliness of the laboratory.

Regulatory Responsibilities include the following. Other duties may be assigned.

- Understand and develop knowledge of FDA regulatory expectations for departmental development.

Required Education and Experience

- High School Diploma or equivalent; Associate's Degree in Chemistry or relevant field
- Experience using MS word, Excel, and/or relevant applications
- Able to multitask, prioritize, and manage time efficiently
- Must be capable of wearing all protective wear as required by regulations/company standards. This includes, but not limited to; mask, gloves, gown, respirator, safety goggles etc.
- Must be capable of working with small delicate pieces of machinery to complete appropriate analysis in a timely manner
- Must be able to work with chemicals used in sample analysis including acids, bases, and solvents following any special safety precautions as required
- Must have strong organizational skills and exceptional attention to detail
- Must exhibit punctuality and low absenteeism
- Able to work independently, as well as part of a team
- Able to sit, stand, squat, kneel, reach and walk for prolonged periods of time
- May need to lift up to twenty-five (25) pounds on occasion

Competencies

- Communication Proficiency
- Results Driven
- Thoroughness

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This job operates primarily in a controlled laboratory environment operating under GxP. This position requires the use of standard office equipment, and frequent standing and walking.

Language Skills

Must be able to read, write, speak and understand English fluently and have the ability to read and interpret documents such as operating and maintenance instructions and procedure manuals.

Mathematical Skills

Uses addition, subtraction, multiplication and the division of numbers including decimals and fractions when checking of reports, forms, records and comparable data where interpretation is required involving basic skills knowledge.

Reasoning Ability

Must have the ability to solve practical problems and deal with a variety of concrete variables in situations where substantial standardization exists. Must be able to interpret instructions furnished in written, oral, and diagram or schedule form.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Ability to lift 25-50 pounds (i.e., equipment and materials relating to the lab)
- Able to sit and/or stand 8-10 hours or more per day as needed

Position Type and Expected Hours of Work

This is a full-time position. Because of the nature of the business, work schedules may vary at times.

Travel

No travel is expected for this position.

Disclaimer

The above job description is intended to describe the general nature and level of work being performed by employees assigned to this job. It is not designed to capture or illustrate a comprehensive list of all responsibilities, duties, and skills required of employees assigned to this job.

AAP/EEO Statement

Stokes Healthcare is an Equal Employment Opportunity and Affirmative Action Employer.