

Lab Technician

Job Description

Job Purpose:

The laboratory technician (lab tech) performs responsibilities according to Standard Operating Procedures (SOPs), Work Instructions (WIs), equipment specifications and product specifications. Depending on the product/process, the lab tech may utilize various tools, equipment, machinery, and chemicals. This position works in a Controlled Work Area.

Job Requirements

Essential Functions:

- Use basic manufacturing skills and analytical testing in support of product development and manufacturing across our divisions - Biologics, Medical Device, Pharmaceuticals
- Work with scientific staff to complete projects
- Operate manufacturing equipment including batch reactors, filters, dryers and pumps
- Clean equipment and manufacturing facility
- Work with, and handle, chemical and biological materials following proper protocols
- Read, understand, apply and communicate written and verbal information regarding handling and managing chemical and biological materials
- Assist or observe lab-scale chemical and biological processing
- Participate in training is required within three months of assuming duty and regularly thereafter.
- Recognize and respond to emergency situations concerning hazardous materials.
- Move material between the warehouse and processing suites
- Perform other duties as assigned

Education/Knowledge Qualifications:

- Minimum HS Diploma or equivalent, College degree in Life Sciences strongly preferred.
- Minimum 1-year formal work experience within a company requiring strict adherence to policies and procedures preferred.
- Ability to read and comprehend detailed procedures, written and verbal instruction in English.
- Ability to conduct basic math calculations to determine dimensions, sizes, quantities, etc.
- Proficiency in Microsoft applications as well as navigating computer databases and systems.
- Educational background in chemistry and/or biology.
- Basic knowledge of manufacturing equipment operations including batch reactors, filters, dryers and pumps.
- Basic knowledge of equipment and facility maintenance for the GMP and manufacturing areas.
- Knowledge of GMP Chemical/Pharmaceutical environment preferred.
- Hazardous materials handling experience: flammable liquids, compressed gases, toxic solids preferred.
- Advanced technical skills in MS Suite and database management.
- Writing skills for procedures and reports.
- Basic chemical processing skills: weighing, calculations, GMP documentation, vacuum and pressure operations.
- Basic material handling experience.

Work Environment:

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The work is performed primarily in a laboratory room type setting. The primary work attire would include wearing medical scrubs and

personal protective equipment (PPE). The noise level in the work environment is minimal to moderate. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related to a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Physical Requirements (for essential functions):

The physical demands for this position include standing, bending, reaching, sitting, walking, talking, seeing and/or hearing, lifting and/or moving up to 40 pounds, and are representative of activities that an employee must be able to perform in order to successfully accomplish the essential functions of this job. Other duties might include occasional travel and driving an automobile.

This job description in no way states or implies that these are the only functions/duties to be performed by the employee in this position. Employee will be required to follow other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. To perform this job successfully, the employee will possess the skills, attributes and abilities to perform each duty proficiently. The requirements in the document are the minimum levels of knowledge, skills and abilities required for this position.