

Position: Laboratory Technician

Job type: Full-time

Schedule: Monday to Friday (7:00AM to 3:15PM)

Pay Rate: \$20

Location: Rockland County, NY

## POSITION PURPOSE (RESPONSIBILITY)

Perform Testing and Administrative Duties Essential to Laboratory Operation

## **ESSENTIAL FUNCTIONS AND BASIC DUTIES**

- Test in-process products physical characteristics to ensure they fall within specification while still in production.
- Give recommended adjustments to production staff based on historical data and knowledge of bulks and raw materials.
- Perform daily pH meter, balance, and other related calibrations.
- Maintain a clean work environment.
- Log samples and data into excel spreadsheets and prepare Bulk Control Reports.
- Interact with other departments.
- Pull documentation or retains for review upon request.
- Exercise good manufacturing, documentation and laboratory practices.
- Support supervisor in implementing quality-related directives.

## **DEPARTMENT/REPORTING RELATIONSHIPS**

Quality Control Laboratory Manager

## **QUALIFICATIONS**

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<b>Education/ Certification:</b>	HSD, experience in a related field a plus
Required Knowledge:	GMP, GDP, GLP knowledge preferred
Experience Required:	1 year relevant work experience in an analytical or QC lab environment, cosmetics or related industry preferred
Skills/Abilities:	<ul> <li>English fluency required, any knowledge of Spanish a plus</li> <li>Able to follow instructions</li> <li>Able to use a computer and enter data</li> <li>Ability to record and document critical batch process documents</li> <li>Attention to accuracy and detail</li> <li>Familiarity with measurement scales, sample preparation, simple analytical instruments (pH, viscometer, drop point, etc) a plus</li> <li>Ability to observe, record, investigate, duplicate, and validate test method procedures.</li> <li>May be required to pass standard or Munsell Eye Test</li> </ul>