

SA Analytical Job Description	
Title: Quality Control Chemist I	Salary:
Department: Quality Control	Shift/Hours: 1st/40 hours per week
Reports To: Director of Technical Services	Approval Signature: Approval Date: 09/05/2012

Job Summary:

The Quality Control Chemist I is responsible for the execution of wet chemistry and analytical chemistry techniques during testing of Raw Materials and finished products. This testing includes: Instrumental analysis such as HPLC, GC, UV and FTIR as well as wet chemistry such as titrations, LOD and chemical identification tests.

The Quality Control Chemist I performs method development or method transfer testing.

The Quality Control Chemist I works in the laboratory in a safe and effective manner.

Essential Functions:

- Perform analytical testing of materials, finished product, and components. This testing will consist of wet chemistry and analytical chemistry techniques.
- Responsible for analysis of test methods by HPLC, GC, GC/MS and other method.
- Must be proficient with laboratory instrumentation such as HPLC, GC, FTIR, and UV-Vis.
- Perform routine maintenance of analytical instruments.
- Follow applicable test method, specifications, and procedures.
- Prepares standard volumetric solutions and reagents used in testing
- Perform critical interpretation of analytical data.
- Execution of mathematical calculations as outlined in test methods.
- Assess data to determine if the material tested meets its specifications.
- Peer review and approval of raw data.
- May write and review SOPs, Validation Protocols, Quality Protocols, Test Methods, and Specifications.
- Clear (legible), accurate, and complete documentation of test activities on approved worksheets and laboratory notebooks.
- Able to manage and track assigned projects.
- May be assigned to general laboratory duties.
- Maintain compliance with required training.

Additional Responsibilities:

- Analytical testing is done with precision, accuracy and completed on time.
- Deadlines are met with no errors.
- Shows ability to train new employee chemists.

SA Analytical Job Description	
Title: Quality Control Chemist I	Salary:
Department: Quality Control	Shift/Hours: 1st/40 hours per week
Reports To: Director of Technical Services	Approval Signature: Approval Date: 09/05/2012

- Performs pre-formulation laboratory experiments and studies.

Qualifications:

Motivated, independent and team worker, with effective communication, documentation, writing and problem solving skills. Ability to perform assigned tasks in mutli-disciplinary environment – process, manufacturing, analytical, and basic R&D. Strong computer skills including Microsoft Word and Excel.

Education and Experience:

- BS or MS in chemistry or related field with a minimum of 20 hours of chemistry coursework.
- Must have a minimum* of one year of laboratory experience with a demonstrated proficiency with analytical instrumentation. This experience should include sample preparation, following written procedures, record keeping, and troubleshooting of analytical instrumentation.
- Must have experience or demonstrated ability working with little supervision.
- Background check required.

*If the candidate has an advanced degree in chemistry, the experience requirement may be waived.

Physical Demands and Work Environment:

Regular (50% - 69%) exertion including standing/walking for extended periods of time, lifting/carrying more than 15 and up to 25 pounds, works with chemicals and wears basic personal protective equipment (PPE) (glasses, gloves, ear protection), and restrictive PPE (tyvek suits, respirators), operates lab instruments. At times low physical effort includes sitting, and operating computers or other small equipment.

DISCLAIMER: The lists under *Essential Functions and Additional Responsibilities* are not exhaustive, but are merely the most accurate lists for the current job. Management reserves the right to revise the job description and to require that other tasks be performed when the circumstances of the job change.