

## ARYTE Bioscience, LLC Job Description

**Position Title:** Lab Technician 1  
**Department:** Services Department  
**Reports to (Title):** Laboratory Director

**Date:** March 22, 2021  
**FLSA Status:** Non-exempt

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### **Job Summary:**

This position is responsible for performing a variety of research and/or development laboratory and quality control tasks, under the direction of the Laboratory Director or Supervisor. The job entails but is not limited to the following:

Working knowledge of Molecular Biology and Micro Biology. Some lab experience preferred. Attention to detail a must. Pipetting accuracy. Sterile (Aseptic) technique. Knowledge of balances for accurate weighing. Molarity and Normality conversions for making reagents. Autoclaving. Safe laboratory techniques. Organizational skills for multitasking. Computer skills: MS Word and Excel. English writing skills very important.

Monday – Friday, 9AM – 6PM

### **Responsibilities & Duties:**

1. Receive, Inspect, test, and sample product to ensure conformance with written/verbal specifications.
2. Compile data for documentation of test procedures, and generate reports.
3. Revise and update SOPs, as needed.
4. Responsible for media and buffer preparation.
5. Maintain and calibrate lab equipment and orders lab supplies, as needed.
6. Clean, stock, and maintain laboratory equipment and environment.
7. Interface with clients via phone or email in regards to testing and results.
8. Maintain MSDS files.
9. Assist with experiments or other duties, as requested.
10. Communicate (phone or email) with customer and clients

### **Minimum Requirements:**

1. A.S. degree in science or biotechnology plus 1-2 years laboratory experience, or B.S. degree in related discipline with 0-1 year experience.
2. Knowledge of aseptic technique (preferred).
3. Knowledge of fundamental biology, molecular biology and microbiology, including basic lab procedures and equipment.
4. Knowledge of lab and chemical safety issues.
5. Computer skills including MS Office (Word, Excel, Outlook) and ability to maintain lab documentation and write reports.
6. Excellent verbal and written communication skills.
7. Ability to work independently under general supervision and follow written SOPs with a high degree of accuracy.
8. Ability to work in confined spaces for long periods (biological safety cabinets, laminar flow hoods).

### **ADA Notations:**

- Some lifting (up to 25 lbs.) required.
- Repetitive hand motions, requiring good manual dexterity.
- Exposure to chemicals and biohazards, with some airborne media particles and/or strong odors.
- Wear protective face masks, eye protection and/or skin protection, as required.