

ARYTE Bioscience, LLC

Job Description

Position Title: Lab Manager
Department: Services
Reports to (Title): Director/President

Date: April 13, 2021
FLSA Status: Exempt

Job Summary:

This position is responsible for ensuring the proper and efficient functioning of the Services Laboratory. Also performs technical support for Services Department inquiry.

Responsibilities & Duties:

1. Manage Lab Services Department: Provide supervision and training to technicians to ensure that testing is done correctly and in a timely manner; oversee writing of reports and check for any needed corrections; provide technical and sales support for Service customers; and ensure that department has appropriate staff, equipment, supplies to function efficiently. Occasionally provide hands on assistance in the lab, performing Services lab tests as necessary.
2. Oversee QA of reporting/results: Coordinate all needed tests and activities; review current practices to ensure SOPs are being followed with maximum efficiency; retain and organize forms for reference; arrange any needed testing for new or retooled products. Receive and organize Certificates of Analysis of received reagents and materials. Review, develop and maintain procedures for all current and future procedures/SOPs to ensure their proper functioning and that the procedures are appropriate. Provide supervision and training to technicians to ensure that testing is performed correctly and in a timely manner. Pass / fail of products based on testing results. Lead and organize activities of the QA group. Occasionally provide hands on assistance in the lab, performing QC lab tests.
3. Provide Technical and Client Support for Testing: Review and respond to internal and external inquiries, coordinating with other departments as needed; maintain or update SOPs and MSDS as needed; keep a record of phone and e-mail inquiries for future review.
4. Health and Safety: Serve as Safety Officer, work with other members of safety committee to maintain and update ARYTE safety programs. Receive and organize MSDS for all raw materials. Coordinate and conduct training and safety orientations. Maintain records of health and safety meetings and actions.
5. Provide occasional assistance with other departments and other duties as required.

Minimum Requirements:

1. Masters of Science with minimum 1 year experience preferred. A.S. degree in science or biotechnology (or equivalent) plus five years of related lab experience or a B.S. degree with 2 years of related lab experience and supervision.
2. Knowledge of fundamental biology, molecular biology and microbiology, including basic lab procedures and equipment, with ability to provide leadership and training to technicians in required techniques.
3. Knowledge of laboratory and chemical safety issues, with ability to provide training and leadership.
4. Computer skills including MS Office (Word, Excel, Outlook) and ability to create or revise lab documentation and write reports and SOPs.
5. Knowledge of Quality Management Systems a plus.
6. Excellent verbal and written communication skills.
7. Good organizational skills with ability to handle multiple priorities and flexibility to handle changing priorities, providing leadership and training to Lab Services and QA team members.

ADA Notations:

- Some lifting (up to ___ 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.