



Manager, HPLC & Analytical Chemistry
Great Plains Analytical Laboratory
Job Number: 100.5 Grade 7
Ver. 1.0

Summary

The **Manager HPLC & Analytical Chemistry** is responsible for the operations and day to day workflow of the HPLC Laboratory. In addition to the supervision of HPCL Chemists, the Manager must spend a substantial amount of time performing a variety of complex tests. This position is responsible for the development of new testing methods which contribute to business growth objectives. Must operate a range of technical equipment in order to complete goals. A certain degree of creativity and latitude is expected. Communicates with customers as to the progress of testing and results reporting. Responsible for the maintenance of equipment throughout the HPLC laboratory, including the settings on the wheat extraction mills. Complies with laboratory safety and ISO standards as they pertain to the laboratory. Maintains a clean and orderly work area. Relies on experience and judgment to plan and accomplish goals. This position reports to the Vice President of Operations.

Major Accountabilities

Supervision of HPLC staff and the general workflow in the HPLC Laboratory
Development of new and more efficient testing methods based on customer needs and demands.
Ensures that tests and reports are prepared and customers are notified of results in a timely manner.
Comply with all laboratory safety procedures.
Comply with all ISO standards.
Review and document performance of subordinates.
Follow all standard operating procedures for department.
Maintains a safe and secure working environment, complies with all company policies and procedures.

Generalized Tasks

Maintain laboratory instruments to ensure proper working order and troubleshoot malfunctions when needed.
Operation of a variety of testing equipment in order to obtain the desired results.
Prepare test solutions, compounds, or reagents in order to conduct tests
Completion of paperwork
Use of PC to complete reports
Use of telephone and email to communicate with customers, vendors and co-workers.
Cleaning of work area including washing, sweeping and dusting
Perform other related duties and assignments as required.

Working Environment and Physical Demands

Indoors temperature controlled environment-office or laboratory facility; the use of hearing protection may be required at times, along with other personal protective equipment as necessary.

Ability to lift 50 Lbs. and carry for a distance of at least 4 Ft.

Ability to lift 50 Lbs. repetitively throughout the day.

Position requires the ability to sit, stand, walk, manual dexterity, ability to see details at close range, ability to listen to and understand spoken words and phrases, ability to communicate information verbally, ability to read and understand ideas presented in writing, ability to communicate information and ideas in writing so that others will understand.

Requires the use of telephones, paging system, PC, fax, copying and other office machines and equipment.

Requirements

Experience: Ten years of experience working in an HPLC Laboratory working with biological and chemical samples used in a food testing. At least 3 years of experience with progressive responsibility in the overall administration and operation of an HPLC Laboratory, method development, and method improvement

Education: Ph.D in Chemistry, or the equivalent combination of education and work experience.

Skills: Ability to work well under pressure in a fast-paced environment, able to handle multiple tasks, capable of prioritizing and planning work activities, excellent verbal and written communication, skills, demonstrated accuracy and thoroughness. Must be proficient in the use of PC's, databases, Microsoft windows applications including Excel, Word and Outlook. Must be able to safely use and operate equipment and other tools utilized in the process of performing required tasks.