

JOB DESCRIPTION # 08-6.2.1-06-214 – Laboratory Technician

Title: Laboratory Technician

Location/ Department: Pottstown, PA / Research and Development

Reports to: Chemist

FLSA Status: Non-Exempt

Valtech Position Level: N13

Works with: Chemists and Other Laboratory Technicians

Job Summary: Responsible for following written and verbal instructions from the Technical Director and/or Chemist(s) by providing analysis and testing of various detergent formulations.

Essential Duties and Responsibilities include, but are not limited to the following:

- Conducts chemical, instrumental and physical laboratory testing.
- Prepare experimental formulations.
- Provide samples and technical supports to the customer and for manufacturing activities.
- Document results of tests, analyses and research activities.
- Evaluate and analyze the test results.
- Provide recommendations based on testing and analysis.
- Sets up laboratory equipment and instrumentation required for tests, research, quality, and/or process control.
- Prepare detailed written technical reports of development activities for records, distribution and publication.
- Familiar with hazardous material and communication requirements and procedures.
- Maintain neat and accurate records of all analytical and experiments conducted.
- Must be able to work with the chemicals without adverse/allergic reaction with reasonable chemical hygiene.

Other Responsibilities:

- Will become knowledgeable of all the detergent products, often working on multiple products at a time.
- Will assist teammates in achieving goals, often requiring multi-tasking.
- Maintain the confidentiality of proprietary data.
- Maintain a safe and efficient work place.
- Prioritizes workload and request to ensure customer and employee satisfaction are delivered.
- Establish and maintain effective working relationships with co-workers, supervisors and the general public.
- Prepares reports and correspondence and maintains files.
- Arrange and participate in meetings, conferences, and project team activities as required.
- Operate a variety of standard office machines, including a personal computer and a variety of computer software including MS Office, phone, calculator, shredding machine and printers.
- Communicate and liaise verbally and in writing between customers/suppliers/visitors/enquirers and relevant staff, and interpret and respond clearly and effectively to spoken requests over the phone or in person, and to verbal or written instructions. Provide accurate and timely information.

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- Maintain regular consistent and professional attendance, punctuality, personal appearance, and adherence to relevant health, safety procedures, and other requirements relating to care of equipment.
- Pursue personal development of skills and knowledge necessary for the effective performance of the role. Attend training and to develop relevant knowledge, techniques and skills.
- Other responsibilities as required.

Personality: Ability to work with all levels of staff and maintain strict confidentiality of information. Must be able to multi-task, openly communicate, work well with others and carry a positive attitude. Mature, credible and comfortable in dealing with customers and vendors. Able to carry out laboratory evaluations with minimal guidance in an accurate, effective manner.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl; and talk; or hear. The employee is occasionally required to sit. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate to occasionally loud.

Supervisory Responsibilities: None.

Travel: None

Education and/or Experience: Requires a Bachelors of Science degree in Chemistry, Physics, Chemical Engineering or a related field. One (1) to three (3) years of direct chemical laboratory experience. Excellent oral and written communication skills. General application experience in Excel and Word documents.

Employee Signature _____

Print Name _____

Date _____

Company Representative _____