



TITLE:	Lab Technician
REPORTS TO:	Technical Manager
PURPOSE:	Responsible for performing packaging testing according to ISO/IEC17025 requirements, laboratory QSPs and SOPs, and using cGLP / cGDP

ESSENTIAL DUTIES AND RESPONSIBILITIES

- ▶ Direct, hands on contributor
- ▶ Manage projects from start to finish, meet deadlines and client commitments
- ▶ Perform package testing including transportation simulation, climatic conditioning, accelerated aging, and integrity inspections (bubble leak, dye leak, peel strength, visual, dimensional measurement, etc.)
- ▶ Prepare job paperwork
- ▶ Receive samples including preliminary inspection for damage, sorting, counting, labeling, measuring, weighing, and preparing units for testing
- ▶ Setup climatic conditioning chambers with supplied profiles, place samples in chambers, record transaction information on job router
- ▶ Put samples into Accelerated Aging chambers, record transaction information on job router, provide dates and times to supervisor
- ▶ Perform transportation simulation including drop testing, box compression, vehicle vibration, and impacts
- ▶ Monitor vibration table schedule, turn boxes over during run, save equipment records to job folder
- ▶ Bring samples into Controlled Environment Room, unpack samples, mark and label inner packaging, stay organized
- ▶ Subject samples to variety of integrity inspections that may include bubble leak testing, dye leak testing, cutting / prepping specimens, measuring peel strength, measuring dimensions, etc.
- ▶ Record all information / data entry on appropriate job paperwork including router and data sheets (may need to develop custom data sheets during a project)
- ▶ Author test reports and submit to management for review
- ▶ Repackage and prepare samples for return shipment to client
- ▶ Must get appropriate QC checks and sign-offs throughout a project
- ▶ Must complete daily “Standard Work” duties at beginning and end of shift
- ▶ Daily monitoring of circular chart recorders and change charts each week
- ▶ Perform preventative maintenance on test equipment that may include cleaning, lubricating, tightening, etc.
- ▶ Follow all company policies and procedures
- ▶ Use good laboratory practices (GLP) and good documentation practices (GDP) at all times
- ▶ Other duties as assigned

ADDITIONAL DUTIES AND RESPONSIBILITIES

- ▶ Some customer interface may be required
- ▶ Ability to lift boxes (up to 30 lbs) and use pallet jacks to move materials
- ▶ Safety awareness, take precautions and be vigilant of others' safety
- ▶ Actively seek laboratory technical personnel certifications with the support of laboratory management
- ▶ Career progression opportunities available based on achievements and demonstrated work ethic

QUALIFICATIONS

- ▶ Training will be provided
- ▶ Minimum HS diploma or equivalent
- ▶ At least two years in technical or quality field preferred
- ▶ Some college, associate degree, or bachelor degree preferred

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