

 Packaging Compliance Labs	Doc No.:	HR-JOB-109
	Revision:	00
	Lab Assistant	

TITLE: Lab Assistant
 REPORTS TO: Director of Operations
 PURPOSE: Responsible for assisting packaging testing and various warehouse activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- ▶ Receive samples including preliminary inspection for damage, sorting, counting, labeling, measuring, weighing, and preparing units for testing
- ▶ Prepare job paperwork
- ▶ Setup climatic conditioning chambers with supplied profiles, place samples in chambers, record transaction information on job router
- ▶ 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
- ▶ Repackage and prepare samples for return shipment to client
- ▶ Schedule and manage return shipments; including drop offs and pickups to local clients
- ▶ Manage hold area and inventory for the warehouse
- ▶ Must get appropriate QC checks and sign-offs throughout a project
- ▶ Must complete daily “Standard Work” duties at beginning and end of shift
- ▶ 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 including some administrative work

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
- ▶ Career progression opportunities available based on achievements and demonstrated work ethic

QUALIFICATIONS

- ▶ Training will be provided
- ▶ Minimum HS diploma or equivalent
- ▶ Hi-Lo experience preferred, not required
- ▶ At least two years in technical or quality field preferred
- ▶ Some college, associate degree, or bachelor degree preferred