

MICROMERITICS JOB SUMMARY

TITLE: MAS/MPS Lab Coordinator
STATUS: Non-Exempt (NE)
DEPT.: MAS 450
IMMEDIATE SUPVR: MAS/MPS Lab Manager

POSITION SUMMARY: Assures timely receipt of samples, booking of MAS/MPS orders, and delivery of results.

ESSENTIAL FUNCTIONS:

- Receives samples from customers, establishes projects in LIMS for analysis, updates results to customers, returns or disposes of samples, as requested by customers, according to SOP's, and assigns sample projects to Lab Analysts.
- Provides communication support to all customers and functions as the contact person for customers looking for assistance with projects. Additionally, is responsible for contacting customers for additional information when needed.
- Oversees outsourced projects by communicating with contract laboratories to ensure that analysis results meet customer specifications, proper paperwork is obtained, and projects are completed within specified budget and timeframe.
- Works with the Lab Analysts to provide timely completion of all MAS/MPS projects.
- Responsible for maintaining appropriate inventory levels of laboratory and office supplies.
- Works with MAS/MPS Lab Safety Representative to maintain appropriate level of both solid and liquid waste barrels
- Maintains general lab housekeeping.
- Adheres to appropriate laboratory safety guidelines and use Personal Protective Equipment (PPE), as appropriate.
- Complies with all applicable SOP, cGMP/GLP, FDA, DEA and ISO 17025 guidelines, requirements, and procedures.

NON-ESSENTIAL FUNCTIONS:

- Other duties as assigned.

BACKGROUND REQUIREMENTS:

EDUCATION: High school diploma or equivalent. Scientific background is preferred.

EXPERIENCE: Up to two (0 – 2) years of experience working computer databases and order entry. Experience in customer service is preferred. Knowledge of cGMP guidelines, DEA controlled substances licenses, and FDA requirements is helpful.

KNOWLEDGE & SKILLS: Self-directed, highly motivated individual. Strong organizational, planning and prioritization skills are required. Must have excellent verbal and written communication skills.

DISCLAIMER:

This job summary indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

we test for drugs and nicotine as part of our pre-employment process.

Those who test positive for nicotine and/or drug use will not be hired.

EEO / Male / Female / Veteran / Disability

Department Approval: _____

Original Approval Date: November, 2007

HR Approval: _____

Revision Date: July 23, 2009