

JOB DESCRIPTION

Title	Senior Laboratory Chemist (Quality Control)	Job Classification Number	
Department /Project	Laboratory	Job Family Number	
Reports to	Senior Laboratory Specialist	Effective Date	

MAIN PURPOSE OF JOB

To analyze the chemical properties of matter as required, match against required specifications and standards and initiate Trouble shooting & implement corrective measures

JOB OBJECTIVES

1. To Lead small team of laboratory assistant & Laboratory chemists in an efficient & effective manner.
2. To provide specialist professional advice to superiors as required
3. To support other areas of the business by preparing standard solutions by manufacturing small-scale quantities of common chemicals for other areas of business.
4. To conduct day to day chemical analysis in accordance with accepted international standards & methodologies.
5. To maintain stock of laboratory equipment and assist in the selection of laboratory equipment according to laboratory equipment requirements.
6. To maintain all the test equipment in accordance with manufacturer's instructions and laboratory procedures.
7. Should have experience in ISO 17025 requirements (awareness about quality control activities of laboratory, performing internal audits, preparing audit reports, handling of customer complains...etc

ESSENTIAL WORK ACTIVITIES

- Info from / Using instruments
- Using Keyboard devices
- Calculating / Counting
- Checking Objects / Work / Procedures
- Using the senses
- Collecting information
- Estimating / Evaluating
- Working with Equipment / Machinery

SAFETY AND QUALITY RESPONSIBILITIES

- Maintain standards of safety and comply with Company's Health, safety and Environment Management System requirements.
- Take reasonable care of own health and safety and that of others in the workplace.
- Follow and maintain Company standards of Quality in accordance with Company Quality System requirements

EDUCATION, SKILLS AND EXPERIENCE

Essential:

- A Diploma in Chemical Engineering or a Bachelor of Science Degree in Chemistry.
- Knowledge of Safety regulations
- International and Local Standards
- Exposure to ISO Procedures
- Communication Skills
- Computer Knowledge

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- 3 to 10 years of Work experience in a related field.

Desirable:

- Familiar with ISO 17025 Requirements