**Job Description**

North Coast Labs

Adrian, Michigan

Please contact info@nctl.com to ask questions or apply.

**Wastewater Laboratory Analyst**

**Job Summary:** Our team is looking for a Laboratory Analyst to prepare customer samples and analyzes them according to approved laboratory methods using proper analytical procedures.

**Specific Responsibilities:**

* Prepare customer samples for chemical and/or microbial analyses according to laboratory procedures using established quality control protocols
* Perform analytical and microbial tests on customer samples using appropriate laboratory equipment and instruments following laboratory standard operating procedures and ensuring adherence to quality assurance and quality control requirements.
* Prepare and review data for completeness and accuracy to submit to the Scientific Director for data validation and compliance. Ensure that all work is performed and documented properly and in compliance with internal procedures and regulatory requirements.
* Use the laboratory’s Laboratory Information Management System (LIMS) to report results obtained from various analyses.
* Maintain laboratory instruments and equipment to ensure proper operation, and to identify and remedy malfunctions as needed.
* Assist the Instrument Chemist and Scientific Director in performance of new method validation.
* Assist the Scientific Director with analytical needs of the laboratory as needed.
* Work with Scientific Director prepare laboratory standard operating procedures (SOPs), forms, and other documentation related to chemical and instrumental analysis.

**Job Requirements**

**Required Knowledge, Skills & Abilities:**

* Basic understanding of methods of chemical and/or microbial analysis.
* Understanding of the operation and troubleshooting techniques of various types of basic equipment and instrumentation such as analytical balances, moisture analyzers, pH meters. Some knowledge of advanced instrumentation such as HPLC, GCMS, LCMSMS, ICP-OES, and ICPMS is a plus.
* Basic understanding of quality control procedures necessary for validation of analytical data, keeping detailed and accurate records.
* Proficient with electronic applications including MS Word, MS Excel, etc.

**Required Qualifications:**

* A Bachelor’s Degree from a four-year accredited college or university in the chemical, environmental, or biological sciences.
* Experience working in a production lab is preferred.
* Familiarity with various analytical chemistry instrumentation, techniques, procedures, and QA/QC criteria used in an analytical and/or environmental laboratory.

**Physical Demands:**

* Able to speak and hear clearly while communicating with staff, management, and clients
* Able to sit, and /or stand for 100% of an 8 hour day
* Dexterity in hands and fingers to operate computer and other equipment

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