



POSITION DESCRIPTION

Position Title: Quality Control Lab Technician
Location: Watertown, CT (on-site)
Reports To: Quality Control Manager
FLSA: Exempt Non-Exempt
Date: October 2023

I. POSITION SUMMARY

This position facilitates the accurate and timely completion of all quality control testing as required by the company Quality program. This position supports and is accountable for the Quality and Food Safety policies in place by the company.

Note: Professionals working in quality assurance are expected to understand and stay abreast of changes in governmental regulations and standards and may from time to time share duplicate responsibilities.

II. ESSENTIAL POSITION RESPONSIBILITIES

- Facilitates accurate quality control testing by completing in-process testing, raw materials and finished goods.
- Ensures results are communicated by recording results timely including the release of raw materials, products and certificates of analysis.
- Confirms equipment is operational by ensuring proper calibration and instrumentation.
- Ensures all data and processes are described accurately by providing clear documentation and description of laboratory procedures.
- Assist with daily activities by preparing samples for sales including reacted products, exfoliating beads and all other laboratory sample QC testing as needed.
- Ensures daily responsibilities are in order by communicating with management team regularly regarding issues and concerns.
- Maintains a safe and clean working environment by complying with safety procedures, rules, regulations and keeping workspace clean and free of obstruction.
- Contributes to team effort by accomplishing related results as needed.
- Maintains customer confidence and protects operations by keeping information confidential.
- Assists with special projects and high-priority objectives.
- Practice and live Company Values to enable personal and business success with a shared purpose.

III. SUPERVISORY RESPONSIBILITIES

None



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IV. PREFERRED QUALIFICATIONS

Education, Certifications and /or licenses:

- Associates degree in science or related field

Experience / Knowledge / Skills / Abilities:

- Prior experience working in similar environment.
- Must be results oriented professional with excellent verbal/written communication skills using diplomacy and discretion as well as the ability to communicate effectively.
- Computer skills in use of Microsoft Office
- Thorough understanding of methods and processes involved in manufacturing.
- Excellent communication skills
- Knowledge about measurement and test equipment
- Ability to multi-task, work independently and/or within a team, pays attention to detail and meet deadlines.
- In-depth understanding of chemical composition, structure, and properties of different substances and the understanding of chemical interactions.

V. PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee frequently is required to stand for extended periods of time, walk, sit, and climb or balance. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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VI. WORKING CONDITIONS AND ENVIRONMENT

The work environment characteristics described here are representative of those encounters while performing the essential functions of this job.

While performing the duties of this job the employee is regularly exposed to normal business office/lab environment and occasionally exposed to a manufacturing environment. The ability to share workspace and dress in proper attire such as required PPE gear when necessary.

Company Purpose (Why We Exist):

To create a more sustainable world where we offer value for all stakeholders and contribute to a more equitable society.

Company Values (How We Work Together Every Day):

SAFETY – We are all responsible to keep each other safe and improve standards through ongoing training and learning.

QUALITY – We are dedicated to high-quality, reliable solutions that meet customer needs and exceed expectations.

RESPECT – We consistently work together with mutual care, open communication and honesty.

SERVICE – We are committed to integrity, excellence, and urgency in serving our customers and the communities where we operate.

INNOVATION – We aim to shape the future through ethical sourcing, and continuous improvements in research and manufacturing.

TEAMWORK – We empower team accountability by prioritizing the achievement of shared goals to drive strategic success.

SUCCESS – We acknowledge that success starts with each of us, enabling continued progress towards our shared purpose.