



## SePRO CORPORATION JOB DESCRIPTION

**Position:** Laboratory and Research Assistant

**Department:** Research and Development

**Location:** SePRO Research and Technology Campus; Whitakers, NC

**Supervisor's Title:** Laboratory Manager

### **Position Summary:**

The Laboratory and Research Assistant will perform the analytical techniques necessary to support research, aquatic business customer samples, as well as manufacturing product quality. The position requires a highly motivated individual with willingness to perform multiple tasks.

### **Primary Responsibilities:**

1. To become proficient in analytical techniques required for sample analysis. This may include HPLC, ICP, discrete analyzer, particle size analyzer, etc.
2. To perform water quality assays, FastEST assays, plant assays, manufacturing assays, titrations, and sample preparations according to standard operating procedures.
3. To maintain current standard operating procedures and assist in document preparation for quality manual and ISO 17025 accreditation initiatives.
4. Support product efficacy and activity research.
5. Report or efficiently communicate results of analyses.
6. Perform other tasks and duties assigned by manager.

### **Know-How**

Technical and Functional Knowledge/Skill Abilities

Bachelors degree in a scientific or related discipline, and experience in an analytical lab are desired.

Experience with HPLC, and titrations, as well as Laboratory Information Systems is preferred.

Individuals with a background in ISO 17025:2005 or similar accredited laboratory processes are preferred. The candidate should possess excellent critical thinking skills, computer skills, and an understanding of the scientific method. Employee must have proficiency with computers and Microsoft Word, Excel, and PowerPoint as well as ability to learn new programs.

### **Human Relations**

The position requires good communication skills, as there is continuous interaction with customers, manufacturing department, researchers, and business teams. The individual is required to present data;

therefore, good written and oral communication skills are desired. The individual should possess the willingness to perform tasks outside of primary job description. The employee should be diligent, independent and efficient with his/her time and be willing to work in a team first environment.

Salary wage commensurate with experience and references.

**JOB DESCRIPTIONS ARE NOT INTENDED, AND SHOULD NOT BE CONSTRUED, TO BE ALL-INCLUSIVE LISTS OF ALL RESPONSIBILITIES, SKILLS, EFFORTS, OR WORKING CONDITIONS ASSOCIATED WITH A JOB. WHILE THIS JOB DESCRIPTION IS INTENDED TO BE AN ACCURATE REFLECTION OF THE JOB REQUIREMENTS, MANAGEMENT RESERVES THE RIGHT TO MODIFY, ADD, OR REMOVE DUTIES FROM PARTICULAR JOBS AND TO ASSIGN OTHER DUTIES AS NECESSARY.**

**Please forward resumes to SePRO's Human Resource Department at: [fayeg@sepro.com](mailto:fayeg@sepro.com)**