

Position title: Laboratory Manager
Reports to: Vice-President of Marketing
Department: Marketing
General purpose: Manages the Chemistry lab department to facilitate research, provide structure, prioritize tasks, develop technicians, and set strategic goals that meet the overall company objectives.

General Description

In-Situ® Inc. is a growing manufacturer of innovative environmental and aquaculture monitoring equipment. As we continue to grow, we need to ensure that we are supplying new solutions to our customers that increase overall efficiency, reduce total cost of ownership and provide accurate, reliable data. In order to achieve these goals, we are looking for a Laboratory Manager to lead an existing team of laboratory technicians as well as streamline the effort to research and develop new products and monitoring solutions.

Primary Responsibilities – This is a dual-role position of both leading an existing team of laboratory technicians as well as researching and developing application specific solutions with regard to the equipment and use of that equipment. The position will also require development of repeatable processes intended to increase efficiency and overall productivity. This position must be able to evaluate and develop plans for improvement as well as strategically prioritize tasks. This person must be able to effectively communicate and coordinate with various departments in order to meet companywide deadlines. This person must possess strong interpersonal, communication, and organizational skills and the ability to think critically. Additional responsibilities include:

- Develop annual strategic goals and objectives
- Provide leadership and guidance to coach, motivate, and lead team members to their optimum performance levels and career development
- Lab technician daily management and overall task prioritization
- Research new/existing technologies and procedures that will expand the current product offering and overall product use
- Act as liaison between various departments, giving updates and coordinating projects
- Work with New Product Development to plan and execute projects, assist in the creation of appropriate product and technical specifications, and establish timelines for project delivery
- Evolve existing QA/QC requirements and develop/execute new ones to support new products
- Development of competitive research and analysis to provide tools for the Sales department
- Maintain lab safety, supply and equipment

Additional Responsibilities

- Develop relationships with Regional Sales Managers and customers to understand their specific needs with regard to calibrations and overall product performance
- Provide technical support for internal employees and external customers
- Participate, lead and measure continuous improvement efforts specifically in the Chemistry lab

POSITION QUALIFICATIONS**Education and Knowledge**

- BS or graduate degree in Chemistry, Chemical Engineering, Environmental Science, Biology, Biochemistry or equivalent.
- Minimum 3 years of laboratory management experience
- Proficient with laboratory equipment and procedures

- Demonstrated experience in process development specifically through research and experimental design
- Experience managing and developing laboratory technicians
- Knowledge of statistical analysis is desired
- Understanding of environmental, groundwater, and/or water quality monitoring is desired
- Understanding Lean Manufacturing and associated techniques is a plus

Skills

- Critical thinking skills with ability to perform a root cause analysis
- Strong interpersonal communication skills allowing for appropriate communication between marketing, engineering, technical support, and customers
- Strong organization skills with the ability to multi-task and reprioritize as needed
- Analytical skills to develop processes and continue to improve results reporting
- Demonstrated ability to thrive within a small but growing organization and a working-manager approach to achieving success
- Excellent written and verbal communication skills with the ability to present to a variety of internal and external audiences
- Demonstrated ability to manage multiple projects and meet deadlines
- Excellent self-starter skills and ability to work independently in a fast-paced environment
- Excellent team skills and ability to develop and maintain effective internal and external relationships and communications
- Tactical and strategic thinking skills
- Ambitious and open to learn and adapt
- Proficient in Microsoft Office, specifically Word, Excel and PowerPoint

WORKING ENVIRONMENT AND PHYSICAL CONDITIONS

- Chemistry lab environment
- Computer system data terminal
- Normal office environment and minimum physical activity
- Some travel to domestic and international locations – estimated <25%

In-Situ Inc. builds world-class environmental monitoring instruments ... and world-class careers!

- Excellent compensation package commensurate with experience plus paid holidays, paid vacation and sick days (FTO), medical, dental, chiropractic, life insurance, 401(k) plan, and 1/3 child care.
- Submit resume at www.in-situ.com if above qualifications are met.
- Please, no phone calls about this job.
- Principals only. Recruiters please do not contact this job poster.
- Please do not contact job poster about other services, products or commercial interests.

All qualified applicants will be considered for employment without regard to race, color, religion, gender, or national origin.

In-Situ® Inc. is an equal opportunity employer.