JOB DESCRIPTION

| **Title** | LAB TECHNICIAN |
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| **Reports To** | [insert title] |

**Job Purpose**

The Lab Technician is responsible for conducting tests, analyzing samples, and ensuring the accuracy of data in line with the company's standards. This role supports the laboratory’s daily operations, maintaining precise documentation and ensuring that all laboratory processes meet strict regulatory guidelines.

The ideal candidate will have a strong understanding of laboratory techniques and testing protocols, working efficiently under supervision to uphold the company’s commitment to high-quality, accurate results.

**Duties and Responsibilities**

Responsibilities include, but are not limited to:

* Conduct routine and specialized laboratory tests on samples, following standard procedures.
* Record and analyze data to ensure accurate and timely reporting of results.
* Maintain, calibrate, and troubleshoot laboratory instruments and equipment.
* Follow strict quality control and safety protocols in compliance with regulatory standards.
* Assist in preparing samples for analysis, ensuring they meet laboratory requirements.
* Collaborate with team members to ensure the smooth flow of laboratory operations.
* Handle chemicals and materials safely, following the lab’s health and safety guidelines.
* Document all test results and maintain detailed records in the laboratory information management system (LIMS).
* Perform other related duties as required.

**Key Qualifications**

* Bachelor’s degree in Chemistry, Biology, Environmental Science, or a related field.
* X years of experience in a laboratory setting, preferably with a focus relevant to the specific industry.
* Strong knowledge of health and safety standards, including WHMIS and safe chemical handling practices.
* Familiarity with relevant regulations and laboratory quality control procedures.
* Proficiency in using laboratory equipment and software for data management (e.g., LIMS).

**Core Competencies**

* Strong analytical skills and technical problem-solving abilities.
* Ability to follow detailed instructions and procedures accurately.
* Effective communication and teamwork skills.
* High level of integrity and dedication to quality.
* Exceptional attention to detail.

**Working Conditions**

* The standard work week for this position is [insert #] hours.
* The standard business hours for this position are [insert core hours].
* Primarily laboratory-based, requiring the handling of chemicals, biological, and environmental samples.
* Use of personal protective equipment (PPE) such as lab coats, gloves, and safety goggles is mandatory.
* Strict adherence to health and safety protocols, including safe handling of hazardous materials.
* May involve standing for long periods and lifting materials weighing up to [X] pounds.
* Exposure to chemicals, fumes, and potentially hazardous substances is possible, with all work done in accordance with safety regulations.
* Occasional overtime or weekend work may be required to meet deadlines.