



MesaLabs

INTERNAL JOB POSTING

JOB TITLE: Laboratory Analyst – BI Lab **WORK HOURS:** 40 hours per week
FACILITY: Bozeman, MT **JOB CLASSIFICATION:** Hourly / Non-Exempt
DEPARTMENT: BI Lab **POSTING** Screening of resumes will begin on **01/07/2019**; however,
EXPIRES: resumes will continue to be accepted until the position is filled.

SUMMARY OF JOB DESCRIPTION

The Biological Indicator (BI) Laboratory Analyst is responsible for initiating and completing BI Production Laboratory work orders for biological indicator manufacture. All work must be performed using company Standard Operating Procedures (SOPs) following GMP and industry standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Core duties and responsibilities include, but are not limited to, the following:

- Model personal Lean Philosophy 5S behaviors in creating a continuously improving, clean, well-organized and self-maintaining work environment. Work closely with team members and others to motivate and improve 5S knowledge and implementation.
- Follow a continuous improvement approach for team accountability for achieving high performance SQDCM (Safety, Quality, Delivery, Cost, & Morale) targets through a visual work environment.
- Complies with company ethics, code of conduct, policies, and best practices, with a commitment to safety in the workplace, valuing of diversity, and promotion of a harassment-free environment.
- Timely production of BIs for use in sterilization processes.
- Initiate and assist in production of media.
- Ability to follow SOPs which includes maintenance of SOPs when necessary.
- Knowledge of aseptic technique.
- Exhibit excellent documentation practices.
- Ability to effectively write scientific papers.
- Comply with all safety and regulatory standards.
- Application of the Mesa Labs Quality Policy and actively monitor quality of outcomes in the performance of all assigned tasks.
- All General (GEN) procedures are to be read and understood.
- Perform other duties as assigned by management.
- Safety
 - Conduct of laboratory activities demands constant vigilance regarding everyone's safety. Follow all safety procedures and err on the side of caution when performing all laboratory related tasks. Safety problems, equipment failures/problems, injuries and safety suggestions should be immediately reported to your manager.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The optional categories listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



Education and/or Experience:

- Bachelor's degree (or higher) in microbiology or related area is preferred
- Three or more years' experience in a manufacturing laboratory environment
- Strong knowledge of Standard Operating Procedures (SOP's) and Good Manufacturing Practices (GMP)
- Any equivalent combination of education and experience

Mathematical Skills:

- Advance mathematical skills required
- Ability to understand and execute calculations to include scientific, exponential notation and/or log linear regression analysis

Computer Skills:

- Intermediate computer skills and knowledge working with Microsoft Suite products (Outlook, Word, Excel, PowerPoint, etc.)

Other Skills and Key Competencies:

- Qualitative and quantitative reasoning
- Focus
- Multitask
- Effective communication skills
- Initiative
- Team work
- Positivity

PHYSICAL DEMANDS

Accommodations may be made with regards to the essential functions and physical demands of this position. While performing the duties of this job, the employee is regularly required to stand or sit for extended periods of time. Position entails repetition of job duties. Occasional lifting is required.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. This is a high volume, high energy manufacturing facility that works to meet manufacturing deadlines. The noise level in the work environment is usually quiet; however, at times can be noisy.

Mesa Labs is an Equal Employment Opportunity Employer. Mesa Labor prohibits unlawful discrimination and harassment against applicants or employees based on age, race, sex, color, religion, creed, national origin or ancestry, disability, military status, sexual orientation, or any other status protected by applicable state or local law.

How to Apply:

Submit current resume/CV to
recruiting@mesalabs.com.

Include the position title in the subject line.