



JOB TITLE: Laboratory Technician

JOB TYPE: Full-time

LOCATION: Seri Kembangan, Selangor

REPORT TO: Laboratory Director/Chemist/Microbiologist

MAIN DUTIES/RESPONSIBILITIES:

1. To perform instrumental and non-instrumental analysis using procedures described in the Analytical Methods, without modification, and carry out analysis or operations only if that procedure or operation is documented.
2. To prepare samples using procedures described in the Test Method.
3. To prepare reagents, standard stock solutions, working solutions as required for the analysis in accordance to documented procedures.
4. To carry out quality control procedures and recognize when data is unacceptable using guidelines stated in the Test Methods or in department's Standard Operating Procedure.
5. To calculate results and record data into the appropriate worksheet.
6. To carry out routine maintenance and calibration of instruments and maintain documentation.
7. To ensure tracking forms, reagent forms, standard and stock preparation logs, etc. are documented properly.
8. To assist on training of junior staff and new employees and maintain training records.
9. To monitor the supply level required and ensures they are adequate to meet operational goals.
10. To maintain a clean and tidy laboratory area and clean supply of glassware and apparatus. Provide assistance to Chemist and Microbiologist as required.

SKILLS & EXPERIENCE

Qualifications: Sijil Pengajaran Malaysia/Diploma/Degree in Science

Experience: No previous experience required, training will be provided.

Selection Criteria:

- SPM/ Diploma/Undergraduate qualifications preferably in science, biology or chemistry, or demonstrated equivalent skills, knowledge and experience.
- High level written and verbal communication skills including preparation of written materials and demonstrated experience in liaising and negotiating with people at all levels both internal and external to an organisation, and across a range of cultural contexts.
- Highly developed organisational skills to manage multiple priorities and projects within tight timelines.
- Intermediate Microsoft Office skills (Word, Excel, PowerPoint and Outlook)

Desire Criteria:

- Knowledge in water testing.
- Knowledge in plumbing product materials.

PERFORMANCE GOALS:

- Complete tasks on time with minimum error

Ensure work area is clean and presentable at all time.