



Job Description

Chemistry Lab Technician and Lab Customer Service Representative

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Prepared By: SS

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Position Summary:

This full-time position will encompass duties both as a chemistry lab technician and as a lab customer service representative. Lab technician responsibilities include performing and documenting routine tasks related to processing of water samples and assays using written operating procedures, standard laboratory methods and/or basic laboratory techniques, functions and equipment, and quality control testing of products. The duties of lab customer service include supporting customers and field representatives by order entry and fulfillment, and lab sample intake process. Supports internal customers by purchase order entry. This position pays \$16-20/hour.

Essential Job Functions:

1. Performs quality control tests on Weas products.
2. Performs laboratory testing on water treatment-related samples – typical equipment involved includes ion chromatography, inductively coupled plasma, spectrophotometers, and wet method tests.
3. Assists with reagent inventory management.
4. Provide laboratory support such as daily calibration of pH meter, maintain instrument use manuals and maintain general use forms and labels.
5. Preparation of solutions and reagents, media, components for sterilization, general laboratory record keeping, record storage, general laboratory cleaning inventory of lab supplies.
6. Developing sample bottle kits and communicating with Weas shipping department details of kits to be sent out.
7. Entering orders placed by customers and field representatives into ordering system.
8. Completing orders in our system to be shipped and invoiced.
9. Entering lab samples into intake database.
10. Sending reports to customers/ reps.
11. Communicating with outside labs and suppliers.
12. Scheduling sampling technician and equipment support

Qualification Requirements:

1. GED, Associate degree or equivalent experience.
2. Experience working in a laboratory setting (Preferred)
3. Strong relevant qualitative and quantitative skills.
4. Demonstrated and recognized integrity, sound character, social skills, and leadership ability.
5. Ability to multi-task.
6. Attention to detail.
7. Excellent oral and written communication skills.
8. Good computer skills and willingness to learn systems.