

## Position Description

Vacancy Title: **Laboratory Analyst**

Location: **Ba - Fiji**

Reports To: **None**

### Objective

The Laboratory Analyst is responsible for conducting wide range of tests on finished products, samples and raw materials and analyzing the results in the laboratory as per standard operating procedure. This position reports to the Quality Assurance Manager, SC Foods Pte Limited.

### Outcomes

#### Organisational Stakeholders

##### 1. Quality Assurance Ensured

- Routine as well as non-routine evaluation and chemical tests on raw materials, packaging, samples, intermediate and finished goods and formulations performed as per SOPs.
  - Sample collected, tested, analyzed and recorded precisely as per the SOP and communicated to factory in a timely manner
  - Operate and implement analytical lab instrumentation
  - Diligently log and analyze the data revealed by lab tests and maintain and manage documentation for the same
  - Timely communication of deviations and accurate laboratory test results of the production line is provided as and when required.
  - Non-compliance materials and packaging materials information highlighted to Lab Supervisor in a timely manner
  - Quality and accurate check of raw materials and packaging materials as per specifications monitored at all times.
- Maintenance on lab equipment performed by making calibrations, cleaning equipment, otherwise keeping equipment functioning properly
  - Drive QA calibration, check weighs as per set frequency, record and take corrective action for deviations in a timely manner
  - Issues reported to the Supervisor
  - Accurate recording of instrument calibration ensured
- Routine line visits to the processing area for sampling ensured
  - regular interaction with Operations, Quality Assurance and R&D.
- Continual monitoring of the laboratory stocks and instruments by preparing and submitting of the stock requisition to the Lab Supervisor on a timely manner and ensuring the stock is available at all time.
- Maintain and manage accurate and precise documentation.
  - Record data on manual forms and computer following standard operating methods.

##### 2. Regulatory & operationally compliant organization

- Compliance to standard procedures and quality control to improve products ensured
  - Good Manufacturing Practices (GMP) and Good Laboratory Practices (GLP) are managed in the laboratory at all time
  - Full compliance with all Standard Operating Procedures (SOP) for testing of all products in the laboratory are ensured at all times.
  - Compliance with HACCP & ISO Systems at all times
    - External & Internal audits coordinated on an ongoing basis
    - ISO audits coordinated on a timely manner

##### 3. Well informed management

- Completion of daily, weekly and monthly reports and presentation in a timely and accurate manner
- New ideas and cost-effective processes to execute improvements laboratory operation provided
  - participation in quality and QMS audits and quality circles
- Compile discrepancies status on monthly basis & inform QAM and follow up on corrective actions & closure in an accurate manner.
- Ad-hoc information requests by supervisor, for decision-making purposes, addressed in a timely manner

##### 4. Safe work environment promoted and ensured at all times

- Work place safety is ensured
  - Communication of Safety, Health and Environment to all team members are on an on-going basis
  - Occupational Health & Safety systems promote zero workplace injury at all times
  - Local environmental regulation is aligned with work place safety on an on-going basis
- Workplace hazards eliminated at all times
  - Systems assist in the identification and elimination of work place hazards on an on-going basis

##### 5. SCF Pte Limited's values upheld and demonstrated at all times

- Collaborate with other teams for the benefit of the organisation
- Monitor and encourage team members to uphold image and value standards
- Uphold and demonstrate the organisation's image and values

## Responsibilities - Key Competencies

Competence	Description
<b>Business</b>	
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Documentation	Communicate using formal business writing.
<b>Customer</b>	
Quality Focus	Deliver quality.
<b>People</b>	
Team Orientation	Work in a team towards a common aim.
<b>Professional</b>	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
<b>Operational</b>	
Equipment Operation	Control the operation of specialised equipment, plant or vehicles to satisfy the demands of the assignment.

## Qualifications

Qualification	Discipline	Notes
<b>Preferred</b>		
Diploma	Chemistry, Food Science, Food Technology	Diploma in Industrial Lab Tech

## Work Knowledge and Experience

- At least 1-2 years' experience in a similar role within a manufacturing environment
- Ability to prepare accurate reports containing findings and recommendation
- Have a good understanding of legislation pertaining to quality , Good Manufacturing Practices(GMP), HACCP and Food Safety Management
- Self-motivated and able to communicate effectively at all levels both within and outside the Company
- Able to multi task and meet tight deadlines and willing to work on shift basis.

## Requirements

### Other Required Requirements

- No other required items found.

## Interactions

Type	Interaction	Comments
<b>Internal</b>		
	Quality Assurance Team	
	Production Team	
<b>External</b>		
	Suppliers	
	Statutory Authorities	

## Attributes

### Behavioural Styles

- Accepting/compliant Shows a willingness to go along with things and a compliance with expectations.
- Accountable Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
- Detail oriented Attends to the small elements of a task/activity, ensuring completeness and accuracy.
- Integrity Adherence to moral and ethical principles; soundness of moral character; honesty.

Punctuality	Completes a required task or fulfills an obligation before or at a previously designated time
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#### Interpersonal Styles

Consensus seeker	Works to achieve group solidarity and general agreement and harmony.
Realistic	Shows concern for facts and reality, rejecting the impractical.
Team Oriented	Enjoys being with others as part of a group or team.

#### Thinking Styles

Challenger	Queries, tests information/beliefs and provokes thought.
Conscientious	Demonstrates a sense of right and wrong and a personal obligation to do the right thing.
Holistic thinker	Considers issues/situations as a whole rather than analysing or dissecting the parts.
Well organised	Controls tasks in a well thought out and critical manner.

### How To Apply

Apply online via link <https://app.hrmonise.com/job/2070/southern-cross-foods/lab-analyst>

### Contact for Enquiries

Contact Name: Pritika Kumar

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Further Contact Information: --

**Closing Date:** 06 Jul 2022