

## Position Description

Vacancy Title: **Laboratory Analyst**

Location: **Suva**

Reports To: **Laboratory Supervisor (v 1.00)**

### Objective

The Laboratory Analyst is responsible for conducting test and analyzing specimens, samples, and other materials using specialized equipment and SOP's. This position reports to the Laboratory Supervisor and Quality Assurance Manager, Fiji Dairy Pte Limited.

### Outcomes

#### Organisational Stakeholders

##### 1. Lab Analysis and Testing

- Standardized tests conducted on raw materials, finished products, samples to ensure compliance with standards and regulations
  - quality of materials or finished products tested and evaluated
  - chemical compounds or substances analyzed
  - Examine chemical or biological samples to identify cell structures or to locate bacteria or extraneous material
- Accurate recording or compilation of test results ensured
  - prepare graphs, charts, or reports.
  - compute results
  - research or operational data.
- Records of testing results or other documents maintained as required
- Regular maintenance of laboratory equipment performed by inspecting, calibrating, cleaning, or sterilizing.
  - housekeeping
  - Maintain laboratory or technical equipment.
- Assistance provided to QA and NPD team in research and development, production technology, or quality control.

##### 2. Quality management system ensured

- Quality and accurate check of raw materials and packaging materials as per specifications monitored at all times.
  - 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
  - Recording of instrument calibration must be accurate & conducted in a timely manner
  - Sample collected for tests should be analyzed and recorded as per the SOP in a timely manner
- Drive QA calibration, check weighs as per set frequency, record and take corrective action for deviations in a timely manner
- 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.

##### 3. Regulatory & operationally compliant organization

- 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

##### 4. Well informed management

- Completion of daily, weekly and monthly reports and presentation to management on a timeliness, quality and accurate manner
- Recommend new ideas and cost-effective processes to execute improvements laboratory operation.
- Visit line to check non-compliance activities are being performed in accordance with required compliance procedures and quality management system.
- Compile discrepancies status on monthly basis & inform QAM and follow up on corrective actions & closure in an accurate manner.
- Ad-hoc information requests by lab supervisor, for decision-making purposes, addressed in a timely manner

##### 5. 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

## 6. Fiji Dairy 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.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Documentation	Communicate using formal business writing.
<b>Customer</b>	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Quality Focus	Deliver quality.
<b>People</b>	
Team Orientation	Work in a team towards a common aim.
Self-Management	Manage your priorities and objectives efficiently and effectively
<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>		
Degree	Biology, Chemistry, Food Technology	

## 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 operations, good manufacturing practices and food safety & Hygiene
- Self-motivated and able to communicate effectively at all levels both within and outside the Company

## Requirements

### Other Required Requirements

No other required items found.

## Interactions

Type	Interaction	Comments
<b>Internal</b>		
	All employees	
<b>External</b>		
	Suppliers	

Type	Interaction	Comments
	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

### 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

### Contact for Enquiries

Contact Name: Esther Trail

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**Closing Date:** 06 Feb 2026