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INTEGRATED MANAGEMENT SYSTEMS

Document Title

Job Description

Author : DCM
Approved : CNF

Job Title

LABORATORY ANALYST I (Guam)

Reporting Line

- This position reports to the Laboratory Operation Executive.

Primary Responsibilities

- Responsible for performing analyses as defined in the matrix of laboratory test capabilities and reporting test results in accordance with the quality management system and applicable international standards.
- Responsible for the safe and efficient operation and handling of laboratory apparatus and associated equipment, test materials and samples during the conduct of analysis to ensure personnel and equipment are not endangered.

Specific Responsibilities

- Perform sample preparation and carry out tests in accordance to the standard methods as given on the Worksheet.
- Advises the Operations Executive and/or Lab Analyst II of customers request received thru telephone or email.
- Perform standard quality checks, review, investigate and repeat analysis if suspicious results are encountered.
- Receives, inspects verifies, log in samples and properly and correctly registers in the SLIMS in accordance with work instructions, and reports missing, improperly labelled, contaminated or inadequate for analysis to his/her superior to inform client/customer requesting analysis or surveyor who took the samples.
- Prepares the sample for analysis and sample retention in accordance to work instructions
- Disposal of retained samples per work instructions, cleans sample bottles, and controls issuance of sample bottles/containers to surveyors/customers
- Prepares reagents and solutions and performs standardization in accordance with standard test methods.
- Prepares and complete worksheets and data sheets, checks / review, signs and enters results on SLIM and prepares draft report
- Operates and performs routine maintenance of equipment being used for analysis.



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- Standardize and/or verifies equipment being used with the supervision of Laboratory Analyst II and/or Operation Executive.
- Participates in correlation program or proficiency test with the supervision of Laboratory Analyst II and/ Operations Executive
- Monitor and report supply of laboratory glassware, chemicals, certified reference materials, equipment accessories and consumables & other laboratory needs/supplies for smooth laboratory operations.
- Performs work assignments in any laboratory areas when needed to meet laboratory operation commitments, conducts field tests, pick up / deliver samples containers as maybe necessary and requested.
- Ensures compliance to company policies including but not limited to the maintenance of the Quality, Health and Safety, Environment and Energy Management System to exercise safety, sound energy conservation and housekeeping
- Must know the location and use of all firefighting and safety equipment in the laboratory area
- Operates to the highest standards of ethics, in accordance with the SGS Code of Integrity.
- Advises the Laboratory Analysts or Operations Executive of his/her absence well ahead of schedule if unable to report for work
- Attends training, seminar or online lectures as maybe advantageous or as maybe assigned by Technical Governance, Human Resources, QHSEE.
- Performs other related duties as may be assigned either in support of departmental goals or for his/her personal or professional training, education or development as programmed by his/her immediate superior.
- Complies with the Quality, Health and Safety, Environment and Energy (QHSEE) policies and supporting objectives including, but not limited to:
 - Demonstrates strong commitment to SGS QHSEE policies, procedures and work instructions by actively participating in meetings, projects and events, completes required training, intervenes in unsafe situations, refuses unsafe work, and complies fully with all applicable laws and regulations related to HSEE
 - Responds appropriately and immediately to emergency situations and assists other staff members in maintaining readiness to respond to emergencies within the workplace
 - Disposes or directs the disposal of waste generated as a part of daily work performed in a safe manner and in compliance with the disposal regulations and requirements, and in accordance with SGS Environmental Management System requirements
 - Reports all incidents, including near misses and hazards, that may affect the achievement of QHSEE objectives in accordance with SGS Incident Reporting and Management requirements
 - Efficiently uses all equipment, including safety equipment, and company owned property in the manner intended and reports any damaged / lost equipment to immediate superior
 - Maintains a safe and tidy worksite according to the organization's 5S program and guidelines
 - Maintains awareness of the safety and health related hazards and environmental aspects and proposes action plans to control the risks to immediate superior or QHSEE Coordinators



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- Actively participates in incident investigations and risk assessments as deemed necessary by SGS management
- Fulfills the requirements needed in the success of the QHSEE Management System
- Recognizes the potential consequences of not following the established policies, procedures, and guidelines, including not fulfilling the organization's compliance obligations

Profile

- Preferably with college educational attainment, undergraduate or graduate, bachelors in any related sciences

Required Skills

- Excellent interpersonal and communication skills both written and verbal with the ability to effectively present information and respond to questions from customers and/or regulatory agencies pertaining to the activities carried out by the team and in recommending remedial or action items for improvements, as needed.
- Has an analytical and technical skills and able to assess problem
- Could handle tasks in challenging work environment such as outdoor/field assignments
- Ability to work effectively even under pressure while performing concurrent numerous laboratory works
- Able to work in flexible schedules when needed to meet laboratory operation commitments
- Detail and quality oriented
- Able to coordinate and motivate.
- Able to build trust, respect and confidentiality.
- Acts quickly and decisively; able to make tough calls.
- Proficient in Computer - MS Windows application
- Preferably with drivers' license