**Bradford Soap Works, Inc.**

**Position Descriptions**

**Job Title:** Analytical Services Supervisor **Date:** April 5, 2018

**Division:** Quality  **Reports to:** Quality Director

**Job Function:** Ensure day to day operations are completed including chemical analysis on raw materials, in-process materials, finished soap bars and/or specialty chemicals using instrumentation and/or wet chemical methods. As the Analytical Services Supervisor, the individual will supervise one or more technicians and oversee all routine operations in the lab.

**Essential Duties and Responsibilities:**

Responsible for lab schedule for testing of raw materials, in-process samples and finished good samples. Ensure all in-process testing is performed on time per production schedule. Additional leadership for areas in Quality Assurance team.

Analyze materials using standard wet chemical techniques that include, but not limited to, titrations, gravimetric methods, specific gravity, water content by KF, HPLC, UV-VIS and FTIR.

Produce and maintain analysis records, laboratory reports and CoA generation.

Provide analytical data to production and make basic recommendations on bath corrections when required.

Assist the Quality Director with special projects, customer complaints, developing and writing procedures and implementing new practices and methods.

Ensure lab has appropriate materials for testing such as standards, reagents, titrants, equipment and supplies through company purchase orders.

Maintain lab training for lab technicians based on their training matrix.

Ensure lab is compliant in GLP and GMP practices in all lab operations.

Manage 3rd party contractors, track shipments and ensure testing is completed and all lab data reviewed.

Primary laboratory contact for all chemical analysis conducted.

Assist in developing new product stability studies, testing plans and result archival.

**Working Relationships:**

**Internal:**

1. Departmental personnel
2. Operations personnel

**External**:

1. Customers
2. Outside Service Providers

**Minimum Knowledge, Skills and Abilities:**

1. Analytical Services Supervisor will have a BS/A degree in Chemistry, Biology or related field.
2. 5 or more years of experience in a GMP lab setting along with minimal previous supervisory experience
3. Knowledge of Microsoft Office, Excel and PowerPoint software
4. Ability to obtain required information from Oracle/Visual software programs.
5. Proficient in English (both written and oral form)
6. Ability to communicate well with the laboratory associates, colleagues and customers.

**Working Conditions:**

1. Ability to lift up to 40 pounds.
2. Ability to work in a fast-paced environment.
3. Ability to work with hazardous materials when provided required PPE