

# Job Description

Title: Analytical Chemist Cost Ctr: \_\_\_\_\_  
Work Location: Addison, TX Position Status:  Full-time  Part-time  
Division & Department: Oil & Gas Analytical Laboratory  
Position Reports to: Laboratory Manager

## JOB SUMMARY

The Analytical Chemist relies on knowledge of and experience with analytical chemistry techniques to execute analysis of petrochemical samples. This job requires compliance with standard operating procedures and work instructions to provide timely output of data and reports to stakeholders. Advanced knowledge in GC-MS, HPLC, UV/VIS, and Fluorescence analysis required. Experience in Solid Phase Extraction, Agilent Chemstation or Mass Hunter is desirable, and the ability to work as part of an analytical chemistry team supporting multidisciplinary sciences is required.

## SUMMARY OF ESSENTIAL JOB FUNCTIONS

The essential functions listed below are representative of the functions that must be performed in order to satisfactorily fulfill the purpose of this job. Additional functions and duties may be assumed or assigned from time to time.

- Executes testing plans to aid development, validation, or production testing of samples
- Ensure that good laboratory practices are followed in all testing conducted on program samples
- Ensure that all samples are tested according to Standard Operating Procedures and meet quality control requirements
- Follow proper laboratory safety practices
- Ensure that the laboratory equipment is fully functional and capable of providing results within quality standards
- Aid in the development of new analytical methods and the evaluation of new marker candidates
- Conduct method validation studies to meet client specifications
- Generate, evaluate and formally report analytical results to the R&D team and clients
- Review analytical data for conformity to quality standards

## KNOWLEDGE, SKILLS AND ABILITIES [education, certification, experience, general skills]

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required to satisfactorily perform the essential functions of this job.

- B.S or higher in Chemistry or related field
- 3 – 6 years of professional, co-op, or internship

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- Analytical Chemistry – proficiency with analytical techniques including sample preparation and instrument operation
- Ability to respond quickly to changing circumstances
- Ability to work independently
- Be knowledgeable of safety procedures, chemical handling and laboratory quality systems
- Ability to summarize, review and critically evaluate analytical results
- Ability to organize and present information in a clear and concise manner
- Ability to manage multiple duties and assignments

## **SPECIAL REQUIREMENTS** [Travel %, language, etc.]

- Approximately 10% [domestic/international] travel required

## **COMPANY VALUES**

All Authentix employees are expected to embrace our Company values in the performance of their respective tasks and duties.

Always with *integrity*.....Authentixians value:

- Teaming and collaboration
- Advancing science and technology - for a better world
- Dedicating ourselves to our clients' success
- Competing and winning in the marketplace

## **WORK REQUIREMENTS**

The work environment characteristics are representative of those an employee encounters while performing the job. Authentix is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA), the ADA Amendments of 2008 and all applicable state and local laws concerning disability accommodation. Reasonable accommodations will be provided to individuals with known physical or mental disabilities if such accommodation would not impose an undue hardship on the company, and would enable the individual to apply for, or perform, the essential functions of the position in question.

Environment: Work is performed primarily in a standard [*office/warehouse/lab*] environment. Employees may work under the stress of regular interdepartmental interaction and pressure to meet various deadlines.

Physical: Essential functions require sufficient physical ability and mobility to work in an [*office/warehouse/lab*] setting. While performing the duties of this job, the employee is frequently required to stand and/or sit for prolonged periods of time; must be able to hear and verbally communicate in order to exchange information in person or over the phone; to occasionally stoop, bend, kneel, crouch, reach and twist; to lift, carry, push and/or pull up to 25 pounds of weight; to operate office equipment requiring repetitive hand movement; to occasionally travel to other locations using various modes of private or commercial transportation.

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## **NOTIFICATION**

This Job Description is intended to describe the general nature and level of work being performed by people assigned to this job and is not considered an exhaustive list of all responsibilities, duties and required skills. This Job Description does not constitute an offer of employment. The employment relationship between the Company and its employees is “At-Will” and based on mutual consent. Authentix, Inc. is an Equal Opportunity Employer.