

## Analytical Labs Data Admin Position

Hazen Research, Inc., an employee owned company, is seeking to fill an analytical laboratory Data Admin position. General responsibilities of the position include:

- Entering and reviewing data into the LIMS for reporting
- Generating reports and invoices for review
- Prepare and review Accounting transmittals
- Review sample log in information, create pre-reports and send order confirmation to clients
- Organizing and managing physical report files, filing reports, boxing/moving reports every quarter, coordinating shredding of reports greater than 10 years old.
- Maintaining analytical paperwork and keeping a live record of the status of analysis completion in the lab
- Maintaining confidential client contact information
- Communicating with Hazen staff, clients, and vendors

### Data Admin Information

The Data Admin position works closely with Sample Login, the Quality Assurance Officer, and the Laboratory Director to facilitate the accurate and timely management and reporting of analysis data for project managers and clients. Data management is critical to the success of the laboratories, and as such, requires a detail oriented, reliable individual who can be present 40+ hours every week. Additionally, the Data Admin position coordinates with all of the various labs to assist in reporting, managing analysis report files, and confirming work performed by chemists. This role also works with the Accounting group to communicate invoice details and assist with their questions regarding report invoices.

This is primarily a desk/computer focused position. A successful candidate is detail oriented, well versed with using Excel and other data management type programs, able to work at a computer 7+ hours a day, and is familiar with chemical analysis data. Professional, effective and clear communication skills, both written and verbal, are required. To facilitate effective data throughput, this position requires adaptability and the ability to proactively shift focus where it is needed, as well as the ability to work independently.

The hours for this position are flexible but generally preferred as 7-3:30 M-F, and are a full time (40+ hr per week) position. Wage is dependent on experience and appropriate fit with the position.