

## Analytical Sample Login

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

- Receiving and accurately logging new sample information into the analytical LIMS, and coordinating/organizing the associated paperwork
- Maintaining analytical paperwork and keeping a live record of the status of analysis completion in the lab
- Maintaining confidential client contact information
- Assisting with invoicing
- Communicating with Hazen staff, clients, and vendors
- Preserving samples using nitric acid, and performing some wet chemistry analysis
- Creating bottle sampling kits for clients
- Working with Hazen's EHS to properly dispose of samples
- Working with Hazen's Data Admin and Quality Assurance to assist when needed in data entry, report/invoice generation, and sample management.

### Analytical Login Information

All samples received by the lab are required to be logged in to the analytical sample management system before any analysis can be performed, and as such, this position requires a reliable individual who can be present 40+ hours every week. As the initial point of contact between clients and the lab, professional, effective and clear communication skills, both written and verbal, are required. Login works with clients, chemists, Data Admin, and the Quality Assurance Officer to ensure thorough and efficient analytical throughput. Proficiency with computers, especially excel, is required. Login can be a fast paced position that is physically demanding. Although this is not a lab or chemist position, it requires working with chemicals, performing limited analysis, and is in a laboratory environment.

A successful candidate for this position is organized, good at multi-tasking, detail oriented, reliable, has a friendly and professional attitude, is comfortable working with chemicals, enjoys a fast paced environment, and able to lift and carry up to 40 lbs. Although this is not a lab position, familiarity or previous experience in chemistry lab settings is a plus.

The hours for this position are 8:00-4:30 M-F, and is a full time (40 hr per week) position. Wage is dependent on experience and appropriate fit with the position.