



<https://latribunelibre.com/emploi/lab-team-leader-working-location-tan-phu-hcmc-f-h-2>

Lab Team Leader – Working Location: Tan Phu, HCMC F/H

Description

1. Daily operations

- Testing, monitoring and urge product testing process to ensure the testing is done exactly as requested
- Create Work Instruction, SOP, Form for new method, procedure of chemical lab
- Ensures the laboratory delivers results as scheduled and as agreed with the client.
- Responsible for PT, internal and external correlation testing requirements, ensure the result correctly
- Trains Analysts on techniques and methods of analysis.
- Develops and validates analytical methods, Standard Operating Procedures (SOPs) and other operating, safety and quality documents as needed.
- Update on new standards, new testing methods and new demands from customers
- Provides technical support to Marketing, Sales, Customer Service and clients regarding testing, reporting or technical inquiries.
- Assists in keeping inventory of laboratory chemicals and equipment necessary for the day to day functioning of the laboratory and in compiling list of supplies to be ordered when needed.
- Yearly, prepare necessary documents, record, process for ISO 17025 audit and accreditation.
- Check all information include test assignment, client's requirement, protocol or manual, test result from lab, etc. to correct typed report before issuing to customer.
- Communicate with relevant parties to clarify all information to show on report correctly.
- Ensure to issue report on time.

2. Development new test method

- Develop new test method as manager's request.

3. Handling of equipment

- Create Work Instruction for all instrument in Toys lab.
- Properly monitoring the capacity of each equipment to ensure its not damaged
- Check the status of all equipment to ensure its under maintenance and calibration schedule.
- Monitoring the breakdown time of instrument and do corrective action.

4. Management duties

- Manages the operations of Toys lab technicians

Organisme employeur
EUROFINS ATS

Type de poste
Temps plein

Secteur
ANALYSES, ESSAIS ET
INSPECTIONS TECHNIQUES

Lieu du poste
France

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Valide jusqu'au
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5. Others.

- Any other duties assigned by the Lab Manager time to time.

Qualifications

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- 5 years of experience
- University, Mechanical or Technology or Chemical or other but at least 5 years worked in TIC
- English: Good – listening and speaking
- Knowledge on testing of consumer.
- Work independent, team work
- Office computer
- Organization, work arrangement.
- Work under high pressure, independent
- Be responsible, careful
- Appoint, arrange staff in daily works

Additional Information

1. Full salary during probation
2. Social insurance from the starting day of working with full salary
3. Advanced healthcare package for self and family member
4. 13th month salary
5. Performance bonus: subject to performance
6. 14-16 leaves per year
7. Added birthday leave