



ALKEMIST LABS

Mission – Our mission is to provide the Alkemist Labs level of Quality and Confidence through Expert Analysis to people who strive for Excellence.

Core Values – Teamwork, Integrity, Transparency, Innovative Growth, Quality, Work-Life Balance

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Job Description

Laboratory Director

Reports To:

Chief Executive Officer

Department:

Senior Management

Job Classification:

Salary, Exempt

Employment Status:

Full time

Salary Range:

\$120k-\$150K Annual Base

SUMMARY

The Laboratory Director will provide operational leadership in the expansion of the laboratory offerings, as well as daily operations of the lab. They are responsible for developing and mentoring managers and supervisors, building customer and business relations, presenting organizational capabilities, defining the scope of work and delivering results through execution and technical guidance. Primary departments of focus include but are not limited to Analytical (Pesticides, Residual Solvents, Microbiology, and Heavy Metals), Identity (HPTLC and Microscopy). The Laboratory Director will ensure that projects and activities are executed in compliance with SOP's, cGMP, CDFA, USDA, ISO 17025 and DEA regulations and guidelines. This person must be comfortable with start-up mode and be a solution driven individual.

As a member of Executive Management, the Laboratory Director will actively participate in tactical and strategic planning. They will give input on decisions related to lab services, lab and quality systems, and business development. The position ensures that the scientific staff is competent and effective by modeling and supporting development of high-level scientific and professional skills, while upholding company policies and values. Along with routine responsibilities, special projects will be assigned as relevant to department and company needs. The Laboratory Director will report to the **CEO**.

DUTIES AND RESPONSIBILITIES

1. Provides operational leadership to Laboratory operations.
 - Ensure Scientific Validity of methods of analysis for their intended purpose.
 - Oversee Manager's and Supervisor's special projects and validations with respect to the integrity of the method, validation protocols, data analysis and final reporting.
 - Train and develop laboratory management team to ensure the Lab performance is aligned with company goals and expectations.
 - Coach management team on the process of professional development of their staff; ensure quality of work and productivity standards are met by all team members.
 - Develop HPTLC and Analytical managers and supervisors in their ability to train, coach, and counsel staff members.
 - Evaluate and ensure staff competency
2. Oversee the overall performance of the Laboratory.
 - Confirm the analytical methods selected for use are scientifically valid and fit for purpose.
 - Ensure necessary staff, consumables, chemicals, and standards are available to meet client requirements; while maintaining cost savings by monitoring the necessary systems.
 - Step in to troubleshoot and coordinate repair and maintenance of instruments as necessary.

- Develop, verify, and validate methods to quantify analytes in plant materials, extracts, and finished products as needed.
 - approve general and departmental SOP's and other documents as needed.
 - Actively engage in continual improvement and optimization of laboratory operations, technology, and regulatory compliance issues.
3. Participate in technical and regulatory discourse to ensure laboratory operations are maintained in accordance with current scientific and industry standards as well as company values.
 - Survey scientific literature to remain current with developments in analytical chemistry and the dietary supplements industry.
 - Attend training, symposia, and industry meetings; maintain active membership in relevant professional organizations; present and/or publish research as appropriate.
 4. Support Alkemist customers through strategic partnership with the Sales department in the coordination of technical support and timely responses to technical inquiries. Participate in special project quotation processes.
 5. Lead the laboratory expansion of services.
 - Work with the CSO and Lab Manger to choose appropriate instrumentation for services expansion and operations optimization.
 - Coordinate with Lab Manager on the delivery and installation of new equipment.
 - Develop methods according to ISO 17025 standards.
 - Develop a method validation protocol.
 - Assist team members with technical questions when needed.
 - Develop optimization of laboratory processes.
 6. Perform all other duties, research and special projects as assigned.
 - Participate in Audits as needed.
 - Enforce compliance with all company policies and procedures.
 - Approve general and departmental SOP's and other documents as needed.

ADDITIONAL DUTIES AND RESPONSIBILITIES

Provide leadership and management support to the Lab Manager and/or supervisors of the laboratory and the staff. Serve as Consult to the Chief Science Officer and other scientific staff and/or lab operations as needed.

Authorized to approve and sign off on Company controlled documents. Managerial responsibilities include:

- Define job descriptions and review/revise as needed to assure accuracy.
- Recruit, interview, and hire management and supporting staff.
- Train management on the process and execution of employee development, performance management and a strategic evaluation of performance of direct reports.
- Initiate active engagement between self and direct reports to write, deliver, and execute Performance Reviews and Employee Development Plans (EDP). Provide ongoing training and coaching to continually enhance job skills of staff.
- Manage employee performance issues with counseling and corrective actions as needed.
- Serve as a role model of integrity, professionalism, ethical behavior, and effective decision making at all times.
- Provide training opportunities to increase employees' skill set and overall knowledge about designated departments.
- Create a succession plan for potential advancement and/or promotional opportunities of direct reports and staff.
- Participate in strategic planning sessions and support critical business decisions.
- Attend Leadership Team Leader Meetings and management meetings as requested.
- Expand leadership skills with continual learning.
- Support strong, positive culture with modeling of Alkemist core values and participation.

REQUIRED SKILLS

- Thorough & demonstrated understanding of Analytical Chemistry.
- Expert proficiency with quantitative analytical techniques including: varied sample preparations, separation chemistry, liquid chromatography (HPLC & UPLC), gas chromatography, & mass spectrometry.
- Expertise in HPLC, GC, MS/MS/MS, method development & method validation. NMR is a plus.
- Expertise with chromatography data software, specifically the Waters Empower software platform.
- Excellent mathematical/statistical data analysis aptitude.
- Expert scientific acumen and the ability to analyze and interpret complicated data.
- Proficiency in the Microsoft Office suite of products.
- Strong leadership, organizational and time management skills.
- Excellent written and verbal communication skills required. Publications in peer reviewed journals preferred.
- Ability to successfully coordinate a portfolio of complex projects simultaneously.
- Ability to manage difficult or contentious customer and staff situations.
- Understanding of the legal requirements set forth in the Dietary Supplements cGMP rule (21 CFR part 111) is required; knowledge of ISO 17025 standards is preferred.

EDUCATION/WORK EXPERIENCE REQUIREMENTS

- A PHD Degree in Analytical Chemistry, Pharmacognosy, or equivalent field is preferred.
- Six to ten years of relevant scientific experience and/or training, is preferred.
- Proven leadership skills and experience leading high-performing teams.

COMPETENCIES

- Leadership – Ability and desire to empower and inspire the best in staff.
- Ethics & Professionalism- Treats people with respect; Committed and accountable to company goals and objectives. Consistent display of support to the mission, vision, and core values of Alkemist Labs.
- Learning agility – Capacity and interest in continually learning new skills.
- Organizational Skills - Ability to manage multiple tasks simultaneously and prioritize workload.
- Strong communication skills – Ability to read, write, and effectively articulate the understanding of complex documents.
- Critical thinking and problem-solving skills – Ability to exhibit independent and sound judgment; and the ability to independently resolve problems faced with regards to departmental and/or employee relations challenges.
- Cooperative and collaborative work style – Actively encourage employee engagement in team work efforts, with emphasis on the importance of support for achieving team goals.
- Innovative in the world of science, with a clear vision of how to achieve success; while engaging all levels of management and staff in the process.

TRAINING REQUIREMENTS

- Upon hire a training matrix will be provided by Quality Department.
 - Training Matrix will include all applicable procedures.
 - Training records are turned into and kept by the Quality Department.
- Standard Operating Procedure training will occur as procedures are updated and created.
- Continual learning and training will occur as needed at the discretion of executive management.