
IDENTIFICATION:**06.02.2025**

Job Title: Chemist & Quality Control Technician

Department: Production and Quality

Position: Regular Full-Time

Status: Non-Exempt

SUMMARY:

Duties include performing procedures for Liquid and Quartz Standards, Standards Laboratory products and Quality Control of Instruments, and Quartz Standards, and Octapol. The required Documentation will need to be completed according to procedures. As a member of the Quality team, candidate will understand and comply under the principles and procedures for the Quality Management System, as outlined in the Company's Quality Manual

Successful candidate must be organized, pro-active and comfortable with multi-tasking which often requires managing the demands of multiple departments and people. Candidate will be responsible, personable, hard-working, trust-worthy, and dependable who is able to maintain a neat and orderly work area with a strong work ethic and positive attitude

WORK PERFORMED:***Standards Laboratory / Production of Liquid Standards***

- Production/Formulation/Certification of products
- Thermometer Calibration
- Distillations
- Customer Testing Requests

Quality Control:

- Testing and Operator/Reviewer Signature Authority
- Perform Quality Control Procedures and properly complete documentation for the following:
 - Service QC of all products – as required each week
 - Rudolph Instrumentation

- Standards
- Specialty Products
- Final Inspection of products prior to shipment
- Quality Documentation assistance: CCR's, SDS, CARs, Procedures
- Internal Audit Team Member

General Duties:

- Other duties as assigned

Qualifications:

Experience:

- Experience in a Chemistry lab with knowledge of distillation
- Preference of 1 to 2 years of experience in a quality or laboratory setting
- Experience preparing and maintaining MS Excel worksheets preferred
- Experience with LabVIEW preferred

Education:

- Degree in Chemistry preferred

Interpersonal Skills:

- Good working knowledge of MS Office, all products
- Organized, pro-active and comfortable with multi-tasking
- Good communication and interpersonal skills
- Attention to detail, self-starter, organized
- Able to maintain a neat and orderly work area

WORKING CONDITIONS:

- Shared office space, regular interaction with other employees.
- Required to work business hours and non-business hours during heavy demand periods.
- Rudolph Research Analytical is a respectful, professional environment.

PHYSICAL DEMANDS:

- 10% of the time is spent sitting in office setting
- 90% of the time is sitting or standing within Laboratory and Manufacturing Production areas

HOURS:

Monday thru Friday

8:30 a.m. to 5:00 p.m.