Lab Analyst

Overview

Keystone Labs is an Edmonton based GMP pharmaceutical testing company. We are very busy keeping up with the emerging cannabis industry and providing COA's to Canada's leading licensed producers. Keystone is seeking a motivated full-time lab analyst with strong attention to detail, problem solving skills, initiates in learning new skills, has effective communication skills and works cooperatively with other team members to achieve departmental objectives

Job duties

- Perform routine maintenance of equipment and daily quality control testing of analytical methods.
- Calibrate laboratory equipment according to maintenance schedules.
- Design validation protocols.
- Prepare standards, reagents, and solvents for experiments.
- Prepare reports identifying samples, explaining testing methods, documenting findings, and outlining conclusions of analyses.
- Design and execute experimental procedures, including qualitative and quantitative testing of complex samples.
- Validate and troubleshoot analytical methods.
- Plan, coordinate, and oversee laboratory analyses for compliance actions, site studies, health and safety studies, investigations, and remediation.
- Select methods and laboratory procedures, schedule, and conduct analytical tests.
- Maintains an effective culture of laboratory safety
- Keeps Laboratory Management informed of daily progress.
- Responsible for method development for all chemistry assays. Plan, develop, and validate new analytical methods in accordance with applicable standards. Update SOP to reflect method and workflow changes.
- Responsible for the operation of the analytical equipment to include; ICP-MS, LCMSMS, GCMSMS, and HPLC; Load and run analytical equipment; Analyze batch output for conformity to SOP; Perform preventive maintenance on analytical equipment.
- Responsibly manages the consumable and capital resources of the section and reports the needs to the Laboratory Manager
- Proactively communicates needs and issues with Laboratory Manager and other corporate staff
- Demonstrate risk assessment and consideration of evidence with every decision, and appropriately prioritizes work.
- Develops, validates, monitors, and enforces Standard Operating Procedures (SOPs). Updates SOPs with necessary changes and revisions while ensuring proper document control.

- Ensures that the methodologies used for each of the tests performed in the section are adequate and suitable for the respective matrices, and that results are accurate and reliable.
- Analyzes test results to generate and report Certificates of Analysis (COAs) to clients within established Turnaround Times (TAT).
- Works with the Laboratory Manager and Quality Assurance Team to maintain the Quality Program to assure the reliability and validity of the analytical data produced by the section.
- Completes Corrective Action and Preventative Action Reports when necessary.
- Ensures that the laboratory and environmental conditions are appropriate for the testing performed and provide a safe environment in which employees are protected from physical, chemical and biological hazards.
- Performs other duties as assigned.

Education requirements

- Bachelor or Masters of Science in Chemistry
- 2 years of experience working in a regulated laboratory with a strict QA and QC programs
- Experience with control software and other analytical instruments.
- Experience with ICP-MS, LCMSMS, GCMSMS, and HPLC instruments

Send resumes to sostrander@keystonelabs.ca