

## Job Description

<b>Job Title:</b> Chemist	
<b>Job Family:</b> Research	<b>Department:</b> Analytical Services

### Principal Duties and Responsibilities

- May perform USP and EP monograph testing activities using wet chemical and analytical instrumentation.
- Can conduct routine testing per NAMSA SOPs for as well feasibility, one-off protocol driven methodology, and/or method verifications on at least one of the following instrument types: HPLC, GC, or ICP
- Works with management to ensure large studies to be completed on or before the due date
- Conduct the study according to written instructions
- Prepare and maintain the reagents required for testing
- Maintain ancillary records
- Analyzes data, calculates and interprets results
- Assists with SOP, purchase specification, protocol, and work instruction creation and revisions.
- Review work of other colleagues for scientific soundness and GLP/GMP and SOP compliance.
- Helps ensure department compliance to site goals and objectives (i.e. financial, OPD, report revision)
- May be responsible for final report signing
- Mentors and trains staff in general laboratory testing as well as offering more complex instrumentation training

### Qualifications and Skills

- Requires a Bachelor's degree in Chemistry or related discipline and at least 3-5 years of laboratory experience, or a Master's degree and at least three years of laboratory experience, or a PhD and at least one year of laboratory experience.
- Fluency in English is preferred.

### Job Competencies

- **Achieves Results through NAMSA Values**  
Displays the NAMSA values by performing high quality, honest work, delivering timely results and services, fulfilling regulatory obligations, respecting Associates, managing financial resources judiciously, and conducting oneself with integrity.
  - Behaves consistently, predictably, and reliably.
  - Treats others with honesty, fairness, and respect.
  - Accepts responsibility for one's decisions and actions.
  - Demonstrates a positive attitude toward work.
  - Acts in the best interest of the company, the community, and the environment.
  - Follows all NAMSA SOPs.
  - Maintains confidentiality in accordance with NAMSA confidentiality agreement.
- **Achieves Results through Actions**  
Effectively applies basic business principles in order to accomplish performance goals and meet changing business demands.
  - Develops and implements a plan for a project.
  - Keeps all parties informed of progress and all relevant changes to project timelines.
  - Effectively changes direction in response to unexpected events or changing job demands.

- Thinks analytically and acts decisively.
- **Communications Excellence**  
Is honest, clear and direct in all communications with peers, clients, regulators or vendors. Communication includes written, verbal, and non-verbal methods.
  - Delivers communications with honesty and forethought
  - Praises openly, critiques constructively and privately.
  - Resolves miscommunications quickly.
- **Teamwork**  
Works cooperatively with others to complete work assignments.
  - Collaborates with others to formulate team objectives and develop consensus for best outcome.
  - Applies appropriate interpersonal styles and methods.
  - Engages in productive dialog and debate.
- **Innovative Thinking**  
Generates creative and novel solutions to address challenges and leverage opportunities.
  - Is open to considering new ways of doing things and the merits of new approaches to work.
  - Develops new ideas for and applications of processes or products.
- **Client Focus**  
Makes internal and external clients and their needs a primary focus of one's actions. Develops and sustains productive client relationships.
  - Understands client needs and goals.
  - Takes action to meet or exceed client needs.
  - Acts professionally with internal or external clients.
  - May contact clients with regards to testing updates, technical questions, or study design as appropriate based on primary department
- **Organization & People Development**  
Sets high performance standards for self and others and works toward achieving an accomplished level of technical and professional skill and knowledge in one's role.
  - Is highly capable in one's ability to apply practical skills and knowledge.
  - Possesses and expands knowledge and skills to allow rapid response to changing business needs.
  - Takes charge of personal career development by identifying personal interests and career pathways.
  - Seeks feedback and modifies behavior for improvement.

### **Technical Competencies**

- Awareness of applicable guidelines and regulations appropriate for primary job responsibilities, these may include USDA, USP, ICH, EP, and/or JP.
- Knowledge of metric system, scientific applications, experimental design, and data evaluation.
- Can write technical documents and communications (SOPs, protocols, Trackwise records) with minimal management input.
- Proficient at applicable NAMSA systems (LIMS, Trackwise, MasterControl, etc.).
- Ability to work in GMP/GLP environment.
- Helps ensure that department work is compliant with appropriate regulatory standards.

### **Working Conditions**

- Physical activities include standing, walking, sitting, using hands to finger, handle, or feel, and reaching with hands and arms. Occasionally required to climb or balance.

Position descriptions are not intended, and should not be construed to be an exhaustive list of all responsibilities, skills, and efforts or working conditions associated with a job. NAMSA reserves the right to revise duties as needed.

- Vision abilities required include close vision, color vision, depth perception, and ability to adjust focus.
- Physical requirements include being able to frequently move or lift up to 25 pounds.
- Employee must be able to talk and hear.