

Job Description

Job Title: Chemist	
Job Family: Research	Department: Analytical Services

Principal Duties and Responsibilities

- May perform USP and EP monograph testing activities using wet chemical and analytical instrumentation.
- Must be able to interpret LC-MS spectra/data.
- 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.
- 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.