



## **Job Description for “Head of Laboratories”**

### **Testing, Evaluation & Certification wing of SIES SOP PST, Nerul Campus**

#### **Roles & Responsibilities:**

##### **1. Testing, Evaluation & Certification:**

1. Responsible for Laboratory Activities – Packaging Testing, Evaluation, Certification
2. Conducts testing in timely manner, personally reviewing all test results and reports before dispatch to rule out any abnormality.
3. Can read and analyze reports from laboratory equipment to ensure everything is operating in an efficient manner. Can create systems to monitor Data Quality and Performance
4. Must be able to read and write policies regarding safety and quality assurance procedures for use in the lab conforming to safety and compliance rules and regulations.
5. Test Scheduling, Prioritising & Work allotment to Team members.
6. Designing tests for new clients as per clients’ requirements.
7. Ensuring upkeep of Equipments – AMCs , Calibration etc
8. Ensuring 5S, Laboratory Upkeep & Maintenance
9. Assist in academics for Practical classes.
10. Any other task assigned by HOI from time-to-time.

##### **2. Administration**

1. Documentation - RFQ, PI, Invoice, Test Reports, Payments, Sample Disposal.
2. Meeting clients, discussing and drawing action plan for tests.
3. Team Management, Development & Training
4. Identifying opportunities for incorporating / taking up new tests or new equipments
5. Reviewing Lab Certifications (ISO, NABL etc) and getting the necessary Certification done.

### **3. Key Indicators:**

1. Creating & Maintaining a healthy, collaborative and motivating work environment.
2. Ability to take full responsibility for all the desired work.
3. Focused on Improving the Response Time and Right First Time working attitude.
4. Ensuring Accuracy & Improving credibility of tests performed in SOP.

### **4. Qualifications / Skills:**

1. Science Graduate / Post Graduate. Additional Qualification in Packaging Technology may be given priority.
2. Any Diploma / Certificate in Total Quality Management will have an added advantage.
3. A combination of excellent Analytical, Communication and Reasoning skills to accurately and efficiently run a lab is a must.

### **5. Work Experience:**

About 5 Years Experience in Laboratory Environment handling Packaging Testing, Evaluation and Certification work in any Educational Institution or Industry.

### **6. Remuneration:**

This is negotiable but will be the best in the category.