



## **Job Description for “Technical Officer – Laboratory”**

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

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

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

1. Conducting tests under defined conditions as per customer requirements / based on standards (ASTM, BIS, DIN, etc.)
2. Receiving, Labelling and Analysing samples
3. Designing and executing laboratory testing according to standard procedures
4. Organize and store all chemicals substances, fluids and compressed gases according to safety instructions.
5. Record all data and results in specified forms (paper and electronic) with accuracy and responsibility.
6. Maintain equipment and assist in ordering laboratory supplies.
7. Ensure that all safety guidelines are always followed strictly and maintain a clean and orderly environment.
8. Test Report Preparation and discussing with Head of Laboratories.
9. Calibrate the laboratory instruments as per designated frequency.
10. Assist the Head of Laboratories in documentation for NABL Accreditation.
11. Taking care of standard documentation related to Laboratories.
12. Supervise general Laboratory upkeep & maintenance
13. Assist in training programmes in relation to testing.
14. Any other task assigned by HOI from time-to-time.

**2. Key Indicators:**

1. Ability to work in a team.
2. Maintaining a healthy work environment among the testing team.
3. Taking responsibility in terms of accuracy of test reports.
4. General cleanliness and upkeep of Laboratory.

**3. Qualifications / Skills:**

1. Science or Engineering Graduate / Post Graduate.

Additional Qualification in Packaging Technology may be given priority.

2. A combination of excellent Analytical, Communication and Reasoning skills to accurately and efficiently conduct Testing & Evaluation assignments.

**4. Work Experience:**

1 to 3 Years Experience in Laboratory Environment handling Packaging Testing, Evaluation and Certification work in any Educational Institution or Industry.

**5. Remuneration:**

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