

06 August 2020

### INTERNAL VACANCY

A vacancy has become available at Absolute Science, 288 Mundt Street, Waltloo, Pretoria.

Herewith are the details of this post:

**Job Title** : Laboratory Analyst.

**Qualification** : Matric and National Diploma in Analytical Chemistry.

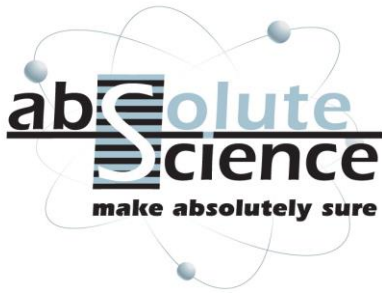
Proven working experience as a laboratory analyst will be advantageous.

#### **Required skills and competencies:**

- Knowledge of ISO17025:2017.
- Experience in the field of chemical analysis, and the use of chromatographic instrumentation.
- Must have 2 to 3 years' experience working with HPLC-UV, GC-FID or GC-MS.
- Experience working with Agilent instruments will be advantageous.
- Good organizational and record keeping skills.
- Good communication (written and verbal) with report writing and document reviewing skills.
- Must be able to work within a multicultural team.
- Ability to maintain self-control and work efficiently under pressure.

#### **Main Job tasks and responsibilities:**

- General and administrative management: Responsible for ensuring correct receipt and registration of test items. Ensure proper housekeeping is maintained in the laboratories and offices.
- Management system: Ensure correct completion of all documents and records that form part of the Quality Management System to effect full traceability of testing activities. Ensure that the Quality Management System procedures are always followed.
- Technical duties: Record data accurately and promptly and in compliance with ISO 17025:2017. Prioritise projects and studies by integrating and co-ordinating operations to provide a comprehensive service to all customers. Ensure that test and reference items are appropriately characterised, stored and disposed of.
- Assessment by external bodies: Participate and assist with assessments by external bodies to evaluate the Quality Management System.



- Equipment management: Timely maintenance, verification, and calibration of analytical instrumentation to ensure continued operations in the laboratory. Reporting of any equipment issues to the Laboratory Manager.
- Proficiency testing: Participate in routine PT / ILC to demonstrate ongoing technical competence.

Candidate should be a team player, have excellent communication skills (verbal and written), exercise a high degree of self-discipline, confidentiality, and demonstrative initiative.

**A CLEAR CREDIT AND CRIMINAL RECORD IS A PREREQUISITE FOR EMPLOYMENT**

**Appointments will be made in line with the company's employment equity policy.**

Applications to be sent to Nkululeko Ndlovu: [nkululekon@rolfesza.com](mailto:nkululekon@rolfesza.com) no later than 13 August 2020.

If applicants do not hear from the company within a period of 21 days after the closing date, they should deem their applications unsuccessful.