

Oakwood Laboratories, L.L.C.

Job Description

Interested candidates should submit their resume to Susan Wittek: swittek@oakwoodlabs.com

Job Title: Analytical Chemist II

Department: Product Development

Job Summary

To perform analytical work to support product development at Oakwood Laboratories. Analytical work includes raw material analysis, sample analysis and product analysis. Analytical methods includes, not limited to HPLC, GC, spectroscopy, titration, particle analysis, microscopy, dissolution and in-vitro drug release. Often supports test method development, method validation and method transfer to quality control lab.

Essential Job Functions (list most important first)

1. Analyze samples using suitable analytical method and provide data to support formulation and product development work. Conduct experiments to develop new test methods.
2. Promptly document data and clearly describe the steps in the lab notebook so that the experimental procedure could be easily followed and the result could be easily reproduced.
3. Follow policies, SOPs and test methods. Follow available guidelines and standard procedures. If problem occurred, recognize the problem immediately report to the supervisor.
4. Often works with information that is confidential/sensitive, should maintain the confidentiality.
5. Requires good communication skill, receiving information from others and also communicating with others.

Essential Job Requirements

Education: Bachelor of Science or Master of Science in Chemistry, Pharmaceutical, Biology or closely related science field with Chemistry and Mathematics in the coursework.

Experience: Four year industry experience, or lab experience gained through college science labs. Advanced degree could be considered for calculating the required experience.

Required Skills: Motivated self-starter, productive, independent and team worker with effective communication and writing skills. Computer skills including Word and Excel. Hands on experience with HPLC and GC.

Preferred Skills: Testing pharmaceutical material. Familiarity USP. Drafting SOPs. Regular exertion including standing/walking for extended periods of time, lifting/carrying more than 15 pounds, working with chemicals and wearing basic personal protective equipment (PPE) such as

Physical Requirements: glasses, gloves, ear protection, respirators tyvek suits.