

Oakwood Laboratories, L.L.C.

Job Description

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

Job Title: Analytical Chemist III

Department: Product Development

Essential Job Functions (list most important first)

1. Develop and validate analytical methods for new dosage forms (HPLC, GC, wet chemistry etc.)
2. Support formulation development work by analyzing samples produced during product development such as pre-formulation and formulation.
3. Troubleshoots existing methods and develop new test methods.
4. 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.
5. Follow policies, SOPs and test methods. Follow available guidelines and standard procedures. If problem occurred, recognize the problem immediately report to the supervisor.
6. Maintains professional and technical knowledge
7. Often works with information that is confidential/sensitive, should maintain the confidentiality.

Essential Job Requirements

Minimum Education: Bachelors Degree in Chemistry or closely related field. M.S. in Analytical chemistry is desirable

Experience: 1. Requires at least eight years' of experience in an industrial laboratory environment or other science labs. Advanced degree could be considered towards calculating experience.

2. Experience must demonstrate excellence in the development of methods for analysis of pharmaceuticals, method validation, the ability to troubleshoot existing methods, and an understanding of the pharmaceutical product development process.

3. Experience must demonstrate compliance and success in working with regulatory and cGMP requirements.

Required Skills: Highly motivated self-starter, productive, independent and team worker. Must have effective communication and writing, , problem determination and solving skills. Ability to analyze information and data, demonstrate initiative and ingenuity, and identify alternate solutions to problems is critical. Must be flexible and able to handle multi-projects and multi-tasks. Requires competent computer skills including Microsoft Word, PowerPoint and Excel, and

documentation/report writing abilities. .

Physical
Requirements:

Regular exertion including standing/walking for extended periods of time, lifting/carrying more than 15 and up to 25 pounds, works with chemicals and wears basic personal protective equipment (PPE) (glasses, gloves), and sometimes may wear restrictive PPE (respirators, ear protection), operates and maintains laboratory instrumentation;