



POSITION DESCRIPTION

COMPANY: One hundred year old refiner and assayer of precious metal-bearing materials for over 500 worldwide customers including electronics, mining, chemical and photographic companies, in addition to U.S. government agencies. Also produces a variety of copper alloys.

POSITION: Precious Metal & Brass Laboratory Manager

REPORTS TO: Vice President, Technology

SUMMARY: Maintain complete management responsibility for the mechanical and chemical testing functions of the quality control, foundry support, and general operations for a three-shift, 24/5 endeavor. Utilize teambuilding and leadership skills to promote continuous improvement in the performance of all individuals within the laboratory.

RESPONSIBILITIES:

- Supervise operations and personnel in the laboratory; direct work flow for ten to twelve chemists.
- Provide a positive example and daily guidance to chemists and senior chemists.
- Assure that documented methods are followed at all times.
- Establish training plan and schedule for all personnel in all required methods including required QC/QA. Ensure sufficient cross-training to effectively run the laboratory at all times
- Determine appropriate analytical methods to be used on various assignments. Work with staff, manger and customers' department to create and/or modify methods. Assure that all methods are properly documented according to company QA/QC policies.
- Review existing analytical procedures for areas of continuous improvement such as reduction in cycle time, improved through put, improved accuracy, better work flow, reduced paperwork, etc.
- Investigate and implement solutions to problems beyond the scope of the Senior Chemist. Resolve issues affecting the efficient and accurate performance of the laboratory.
- Review and report results as needed.
- Insure that the lab is maintained in a neat and orderly fashion.
- Suggest equipment, supply and resource needs for day-to-day operations as well as mid-term planning
- Perform all duties assigned to supervisory personnel including performance reviews, personnel discussions, hiring, promotion and termination decisions etc.
- Oversee specific laboratory tasks deemed necessary for proper laboratory operation.

REQUIREMENTS:

- Five (5) to seven (7) years of precious metal-based wet/analytical chemistry experience, preferably in precious metals analysis with heavy focus on instrumentation analysis (3 ICPs)
- At least three (3) to five (5) years of management experience in a materials testing laboratory.
- Significant previous experience in all aspects of ISO 9001.
- Complete understanding of analytical chemistry of the precious metals as applied to company sample types.
- Strong statistical background with the ability to apply this expertise to troubleshooting activities.
- In-depth understanding fundamentals of lead-based fine assay.
- Excellent understanding of ICP instrumentation, including fundamentals of instrumental analysis and specifically, the practical operation and maintenance of all company instruments.
- Attention to detail and accuracy in testing and data reporting.
- Skill in the use of Microsoft Excel, Access and Word software; ability to quickly become proficient in company's custom software systems.
- Proven ability to perform all necessary chemical calculations; ability to perform chemical equations and unit conversions.
- Able to troubleshoot problems and develop new methods as needed; capable of logically track down problems to their root cause.
- Previous record of success in resolving personnel issues in a forthright orderly manner.
- Ability to determine reasonableness of analytical results with regard to customer, method capability and lot value; apply independent action to quickly determine need for reassay and correct method.
- Understanding of Company Quality Mission and specific laboratory QC/QA protocols; ability to perform all necessary QC/QA and corrective actions.
- Understanding job safety requirements.
- Able to interact with personnel at all levels. Able to logically define problems and explain to chemists in an even and understandable way.

EDUCATION: B.S., Chemistry, M.S. preferred.

COMPENSATION: Competitive base salary commensurate with experience plus discretionary bonus.

LOCATION: Chicago, IL

BENEFITS: Full and excellent.

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