



## Business Information Technology Lead

### About the Company

Polymer Solutions Incorporated is an independent testing laboratory that performs chemical analysis and physical testing for clients. We work on behalf of the top pharmaceutical, medical, and industrial companies as well as for the largest law firms. Failure analysis, analysis of medical products, contamination analysis, lot-release testing, deformulation, and expert witness services represent a large portion of our workload. We have a fun, family-oriented work environment and a team-based approach to projects. This is a fast-paced high-energy company.

### Position Summary

The Business Information Technology Lead is responsible for structuring and managing our business and information systems to increase the transparency of our internal operations, retain institutional knowledge, increase our workload capacity, and to help with workload flow control.

### Supervisor

Director of Business Operations

### Duties & Responsibilities

- Serve as the System Administrator for our internal business software and hardware systems
- Redesign identified business systems to balance user requirements, quality requirements, future business needs, and capture metrics for KPIs.
- Utilize technology to increase the ease of use of internal operations
- Establish automated reports and dashboards to support management's decision making
- Establish decision trees to support sales and pricing functions
- Implement solutions that are relevant to the company operating environment.
- Understand and adhere to the requirements of the regulations and standards to which the company conforms, including ISO 17025, and 21 CFR Part 210, 211, 820, and 610 as it applies to laboratory testing.

### Competencies

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- **Business Knowledge**- the individual brings a business-based perspective with them to work every day without overlooking the human element.
- **Information Systems**- the individual has an understanding of database and information systems theory.
- **Information Technology**- the individual is comfortable with common software and hardware technologies, and has a basic understanding of code.
- **Empathy**- the individual identifies and understands user requirements and balances them with business requirements when creating solutions.
- **Initiative** – willingly thinks and acts beyond the specific expectations and requirements of programs and projects to add additional value to our clients and colleagues.
- **Quality**- the individual understands and works within the PSI quality system in the performance of all work, exhibiting accuracy and thoroughness.
- **Safety and Security**- the individual actively promotes and personally observes safety and security procedures and requirements.
- **Organization**- the individual maintains an organized work environment and uses and improves systems to benefit the company and the other staff with which they work.
- **Integrity**- the individual acts with honesty and makes ethical decisions when faced with any situation.
- **Inventiveness**- the individual is open to new ideas and new ways of doing things, in order to remain relevant to dynamic business needs.



## **Compensation and Benefits**

The salary will be commensurate with education and training. PSI offers a comprehensive benefits package that includes numerous insurances and paid time off.

## **The Application Process**

An official transcript, current resume, and two letters of recommendation are required for an applicant to be considered for this position. These materials are to be mailed, delivered to our corporate office, or e-mailed to [employment@polymersolutions.com](mailto:employment@polymersolutions.com). An initial telephone interview will be conducted for potential candidates followed by at least one on-site interview of selected candidates. Polymer Solutions Incorporated is an equal opportunity employer.