



## Physical and Thermal Methods Testing Laboratory Manager

### 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, deformation, 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 Physical Testing Laboratory Manager is responsible for the operation, management, productivity, and work product from the Physical Testing Laboratory. This laboratory currently has capabilities in the areas of thermal analysis, physical testing, and microscopy. Some of our current capabilities include tensile, compression, flex, hardness, melt flow, rheology, thermogravimetry, differential scanning calorimetry, optical microscopy, electron microscopy, and atomic force microscopy. The primary materials that are evaluated are plastic and rubber. An increased emphasis on metals, especially for medical clients, is expected to be established by the person filling this position.

### Supervisor

CEO and Founder

### Duties and Responsibilities

- Perform assigned tasks using the instruments within the Physical Testing Laboratory:
  - Oversee the setup and qualification of major testing equipment in the lab according to the GMP practice. This includes any equipment used offsite.
  - Assign and oversee the preparation and running of client samples.
  - Oversee the analysis of the instrument data using qualitative and quantitative methods which should include other trained laboratory personnel.
  - Report in writing the testing results for the project managers to include in the project reports. This includes method details to express what was done, the observations, the results and applicable analysis.
  - Complete client-funded projects on time, within budget, in conformance with the scope of work.
- Contribute a relevant problem-solving mindset for client projects and internal projects.
- Provide leadership to supervised staff assigning appropriate training that provides for the needs of the laboratory and encourages their growth and advancement.
- 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.
- Broaden the capabilities of the Physical Testing Laboratory and the Scope of Accreditation (ISO/IEC 17025).
- Develop, document, and validate test methods and procedures as necessary according to the needs of the FDA regulated clients.
- Write content to contribute to the corporate website and for appropriate trade journals, blog posts, and technical symposia.
- Attain goals related to resource management (direct time goals for client-related projects, indirect time goals for professional development and business requirements, and Physical Laboratory revenue goals).

## Competencies

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

- **Education** - a B.S. or M.S. degree in Materials Science and Engineering with a course of study that includes substantial training in polymer chemistry and metals. Experience with thermal methods, physical test methods, and microscopic analysis is required.
- **Experience** – relevant industrial experience and previous accomplishments will be a strong consideration in the evaluation process.
- **Initiative** – willingly thinks and acts beyond the specific expectations and requirements of programs and projects to add additional value to our clients and colleagues.
- **Computer Skills** – functional skill with the use of standard computer programs including Windows, Outlook, Word, PowerPoint, and Excel.
- **Communication** - excellent oral and written communication skills, presenting information in a logical and organized manner.
- **Attention to Detail** - carefully follows procedures, and maintains thorough and detailed records.
- **Quality** - understands and works within the PSI quality system in the performance of all work, exhibiting accuracy and thoroughness.
- **Safety and Security** - actively promotes and personally observes safety and security procedures and requirements.
- **Organization** - maintains an organized work environment and uses and improves systems to benefit the company and the other staff with whom they work.
- **Integrity** - acts with honesty and makes ethical decisions when faced with any situation.
- **Dependability** - is consistently at work and on time, follows instructions, prioritizes well, responds to management directions, and solicits feedback to improve performance.
- **Growth** - shows flexibility and interest in other opportunities to contribute to the corporation.

## 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.