



Lab Operation Specialist

Responsibilities:

- Manage and operate all cosmetic production equipment, including creating and maintaining equipment inventory, SOPs, and associated documentation for maintenance and general record keeping.
- Work with research teams to establish cleaning and maintenance procedures.
- Maintain Batch Records and ensure compliance of data tracking.
- Maintain and monitor Logbooks and sensor system for tracking, confirming that routine cleaning and maintenance has been completed by research teams.
- Serve as a member of the Quality Committee by supporting inspection readiness activities, including operational auditing, and ensuring compliance with procedures and regulatory requirements.
- Participate in change management and communication with end users relating to regulated equipment.

Qualification:

- Bachelor's degree in an engineering, scientific or related field
- 2-5 years of experience in a regulatory space (CLIA, GMP, ISO, etc.). Experience in Botanical Extraction, Food & Beverage, Cosmetic, Health product, or pharmaceutical industry
- Experience within an R&D laboratory environment
- Excellent customer service and vendor management skills
- Proficiency with Smartsheets, MS Project, and Microsoft Office Suite;
- Ability to self-evaluate work for accuracy and completeness
- Exceptional time management, project management, and organization of detail
- Strong verbal and written communication skills.
- CAD and AutoCad skills
- Familiarity with health and safety regulations
- Analytical thinker with interpersonal skills
- Job Type: Full-time

Compensation

- Compensation depends on knowledge, skills, and experience