

<b>JOB TITLE</b>	:	<b>Lab Assistant (Stellenbosch)</b>
<b>DEPARTMENT</b>	:	Quality department
<b>PURPOSE OF POSITION</b>	:	✓ Assist the Lab Coordinator with day-to-day duties to manage the lab effectively and efficiently.
<b>MINIMUM SKILLS AND KNOWLEDGE REQUIRED</b>	:	<ul style="list-style-type: none"> <li>✓ Tertiary qualification in Food Technology, Chemistry or Microbiology</li> <li>✓ Minimum 3 years lab experience</li> <li>✓ Practical knowledge of Food Safety system</li> <li>✓ Computer literate (Ms Office)</li> <li>✓ Brilliant organising and filing skills</li> </ul>
<b>BEHAVIOURAL DIMENSIONS</b>	:	<ul style="list-style-type: none"> <li>✓ Attention to detail</li> <li>✓ Logical thinker</li> <li>✓ Good and clear communicator (speak &amp; write)</li> <li>✓ Ability to work accurately with minimum supervision</li> </ul>
<b>BRIEF DESCRIPTION OF KEY PERFORMANCE AREAS</b>	:	<ul style="list-style-type: none"> <li>✓ Capturing and filing of MBPR'S</li> <li>✓ Checking that volumes of the products confirm to e-mark specifications</li> <li>✓ Capture RO water results done by QC</li> <li>✓ Recording and typing minutes for the weekly meeting with the QCs. Printing the minutes and putting it in the Communications book.</li> <li>✓ Weekly or Fortnightly maintenance on DMA Alcozyzer, CO2 tester and Mettler Titrator.</li> <li>✓ Weekly Verification of Refractometer</li> <li>✓ Monthly stock take of chemicals, glassware and consumables</li> <li>✓ Ensure proper maintenance and safekeeping of equipment in the lab by adhering to specified servicing and maintenance requirements</li> <li>✓ Assist with training for QCs and other Quality Department staff</li> <li>✓ Sending samples away to customers or other labs for External analysis. Retrieve samples from the retention room for taste reference prior to production, for shelf life testing and for complaint investigations as required.</li> </ul>
<b>CONTACT PERSON</b>	:	Nerina Dreyer
<b>DEADLINE FOR APPLICATIONS</b>	:	<b>24 June 2022</b>
<b>TO APPLY</b>	:	<ol style="list-style-type: none"> <li>1) Should you meet the requirements for this position, please apply <b>ONLINE</b>.</li> <li>2) Ensure you select the correct position you are applying for.</li> <li>3) Incl. motivational letter (why you are suitable for the position)</li> <li>4) Incl. updated CV (incl. contactable references and highest qualification)</li> </ol>

**Important to note:**

\*Please consider your application as unsuccessful if you have not been contacted within 2 weeks.

\*\*By applying for the position, the applicant gives permission to the Company to scrutinise and process personal information shared.

