

JOB TITLE	:	Laboratory Coordinator
DEPARTMENT	:	Quality Department
PURPOSE OF POSITION	:	Ensure smooth operation of the laboratory, effective staff management of the laboratory and general assistance to the Quality Manager
MINIMUM SKILLS AND KNOWLEDGE REQUIRED	:	<ul style="list-style-type: none"> ✓ Tertiary qualification in Food Technology, Chemistry or Microbiology (advantageous) ✓ Previous experience working in a similar role essential (Lab Coordinator/ Lab Supervisor) ✓ Working knowledge of lab equipment: DMA/Alcolyzer; Mettler Titrators ✓ Excellent people management skills ✓ Proficient in at least 2 languages, of which one must be English ✓ Good Computer skills, especially MS Office (MS Excel and MS Word) ✓ Problem-Solving skills ✓ Housekeeping skills ✓ Knowledge of ISO17025 (advantageous)
BEHAVIOURAL DIMENSIONS	:	<ul style="list-style-type: none"> ✓ Attention to detail ✓ Ability to work accurately and independently ✓ Dependable and great work ethic ✓ Be able to take initiative and implement new procedures where gaps are identified
BRIEF DESCRIPTION OF KEY PERFORMANCE AREAS	:	<ul style="list-style-type: none"> ✓ Monitoring of production records after production ✓ Verification of Lab equipment to ensure accurate testing results ✓ Compiling reports for Internal and External purposes ✓ Final Approval COAs in absence of Quality Manager ✓ Managing Laboratory Staff to ensure the lab functions optimally ✓ Tasting of product for approval during Inspections ✓ Organizing external calibrations on behalf of the company
CONTACT PERSON	:	Nerina Dreyer - Quality Manager
DEADLINE FOR APPLICATIONS	:	06 May 2022
TO APPLY	:	<ol style="list-style-type: none"> 1) Should you meet the requirements for this position, please apply ONLINE. 2) Ensure you select the correct position you are applying for. 3) Incl. motivational letter (why you are suitable for the position) 4) Incl. updated CV (incl. contactable references and highest qualification)

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.

