



Production Chemist/Laboratory Administrator

TE Laboratories Ltd (TelLab)

TelLab is a chemistry company based in Tullow Co Carlow. It is a multi-divisional company and is active in Irish/UK and European marketplace. Operations are conducted from a new purpose built laboratory complex which includes an environmental, R&D and an oil and fuel testing laboratories. Production facilities/ laboratories also exist for the manufacturing of chemical reagents and standards.

Overview

Our Production Laboratory is accredited to ISO 9001 Quality Standard. Duties to include manufacture and assay of a range of volumetric solutions, buffers and standards at bulk and bench top, batch sizes for both the Irish and Export market. The reagents are manufactured to USP, EP and BP specification. Opportunities in the area of product development and Quality Control tests such as Flame AAS and IC will also be given to the appropriate candidate. 3rd level qualification in Chemistry is essential, and experience would be an advantage. Due to continued expansion of our export sales and our product range, we would also require the successful candidate to support our Laboratory Administrator and carry out a range of administrative duties.

Duties: All administrative duties for the Production Laboratory including:

1. Generation of labels for products including designing Labels and Certs using Label View software
2. Upkeep of on-line certificate of analysis database
3. Liaising with the sales team
4. Liaising with the warehouse
5. General administrative duties
6. Logging in Products, assigning consumable numbers, retrieving certs from websites
7. Monitoring label usage and placing orders for them with sales
8. Correcting labels as per current SDS's

Ideal Candidate will possess:

- Strong scientific and organisational skills
- Excellent communication, both written and oral
- Excellent attention to detail
- Ability to work independently and as part of a team, with self-motivation, adaptability and positive attitude
- Experience of working in a Laboratory environment is desirable but not essential