



## **Experienced Laboratory Manager Job Specification.**

Laboratory Manager: Ref: EL1

### **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.

### **Specialties:**

Environmental and Drinking water analysis, Lubricating and transformer Oil analysis, Fuel analysis, Marker Dye Production, Custom Laboratory analysis, Manufacture of Laboratory Chemicals and Reagents, Environmental Research and Development, H2020 and other International Collaborative projects.

### **Overview**

This role is a key management role managing the daily operations of a number of Analytical Laboratories. The successful candidate will work closely with the management team and will take responsibility for all aspects of the labs including equipment, employees, suppliers and documentation.

### **The key requirements are:**

- Manage and develop a team of analysts and offer technical guidance and support to their activities.
- Managing Laboratory schedules to ensure reporting deadlines are achieved.
- Manage the running of the laboratory in an efficient manner to meet all in-house and external quality standards.
- Rostering and managing staff.
- Training lab technicians on the correct use of lab equipment.
- Trouble shooting and providing technical support on a large range of instrumentation.
- Create and maintain a culture of continuous improvement throughout their team and organisation.
- Keep Quality Management and team updated on issues which impact the business and work.
- Liaise with internal and external customers; provide data and assistance to investigate and resolve customer complaints.

### **Qualifications**

#### **Education/Training:**

- Educated to degree level or higher, ideally B.Sc. Chemistry.

- The post holder will have previous laboratory experience, with experience managing a laboratory essential.

**The Ideal Candidate will possess:**

- Proven track record in analytical decision making on complex analytical issues.
- Excellent communication skills with ability to communicate at all levels within the organisation.
- Ability to work independently and make decisions based on judgements and integrity.
- Proven analytical skills and ability to transfer findings into report and presentation formats.
- Ability to work effectively with others to accomplish goals in a challenging environment.
- Excellent organisational and time management skills.
- Demonstrated ability to lead others to improve performance or effectiveness.

Applications in writing to include a full CV to Human Resources Manager [hr@tellab.ie](mailto:hr@tellab.ie)