

Job Description

Position: **Lab Technician**

Department: QA&QC - Operations

PRINCIPLE ACCOUNTABILITIES

- Responsible for controlling raw materials, semi-product, end – product, hygienic condition of equipment & tools (factory, milk chilling centre, and farm), and water & waste water quality to ensure they fully meet the standards
- Responsible for supporting on quality trouble shooting and trial run & validation
- Responsible for handling market complaint technically
- Responsible for leading WCOM improvement team and supporting other WCOM pillars
- Responsible for maintaining safety condition of QC department and follow rules related to safety, health and environment within the Company

REPORTING RELATIONSHIP

- Report to Lab supervisor
- Subordinate: None

JOB RESPONSIBILITIES

- Responsible for following up IMS, FoQus FS&Q, FoQus SHE, GMP, HACCP, QCP, ISO 9001, ISO 14001, ISO 18001, ISO 22000
- Maintain and develop testing methods, specifications, work instructions and procedures
- Control raw & packaging materials, semi-product, end – product, hygienic condition of equipment & tools (factory, milk chilling centre, and farm), and water & waste water quality to ensure they fully meet the standards
- Carry out the tests/ analysis of samples and evaluate result for quality control
- Participate in trouble shooting team relating to product quality as a member or leader
- Support in validation & trial run for change of equipment, process, product and raw & packaging material
- Handle market complaint (investigate route cause, answer to customer & take corrective action) technically
- Participate the PQ pillar and other WCOM pillars/ teams as a member
- Join improvement team as a leader or member
- Follow Company regulations about safety working and safety warnings. Maintain safety condition at working place. Detect & report near miss, unsafe working conditions within the factory
- Make periodical reports, trouble shooting, validation and other reports
- Control documents, record, data and activities in responsible section as stated in Procedure & Work instruction
- Follow-up, take action and report on the product non-conformance cases
- Control chemicals, equipment and glassware in responsible section
- Prepare the working schedule for the section
- Other tasks as assigned by Lab Supervisor

JOB REQUIREMENTS:

1. Education & knowledge:
 - Education: Bachelor degree of Chemistry, Microbiology, or Food technology
 - Knowledge: Milk science, dairy processing/ packing technology, Quality and Food Safety management systems (e.g. ISO 9001, GMP; HACCP; ISO 22000, FSSC 22000 is a plus)
2. Functional experience & skills
 - Experience: Fresh graduate experience of laboratory in QA, QC of Food Company.
 - Skills: Leadership, systems audit, computer (MS Word, Excel, power point)
 - Foreign language: be able to read, comprehend English documents and communicate each other.

INTERNAL ORGANIZATION

1. Training activities that will be provided to the incumbent

- Topics relate to the position (will be defined depending on real situation)
 - Learning by doing
2. Possible Career progression (next move in career path in same or different disciplines):
- Be developed to become a QC Supervisor.
 - For different disciplines, will be defined depending on career aspiration

Line Manager

Incumbent

Name:
Date:

Name:
Date:

Ecode: