

## Microbiology Lab Manager

**REPORTING TO:** Vice President, Eurofins U.S. Food Division

**GEOGRAPHICAL REPORTING LOCATION:** Des Moines, Iowa

**WORKING LOCATION:** Minnesota

### **OVERALL OBJECTIVES:**

The Microbiology Lab Manager's primary responsibility is to ensure clients expectations are met by providing a high-quality sample analysis delivered in a timeline that exceeds market standards. This position will lead Eurofins by providing solutions to the technical needs of our clients while achieving or exceeding Quality and Turnaround Time goals.

### **MAIN ASSIGNMENTS:**

- Establish new Eurofins Microbiology Laboratory and grow Eurofins' U.S. Microbiological testing capabilities and expand our regional U.S. testing footprint.
- Continually strive to improve the quality of work we provide to our clients through existing and new technologies.
- Ensure sample turnaround time goals are met or exceeded. This includes, but is not limited to, sample preparation for sample analysis, data review and reduction, and providing data interpretations and opinion.
- Oversee daily lab operations including: employee leadership, process control, continuous quality improvement, innovation through information technology. Ensure all regulatory procedures pertaining to sample testing are followed correctly.
- Responsible for the supervision, organization, and coordination of all technical activities of personnel within the principles of sound scientific endeavors, business economy, and the professional development of subordinate employees.
- Manage the technical conduct, quality control, and related record keeping of all analytical evaluations performed.
- Provide the necessary planning, organization, direction, and control to meet the goals of the company.
- Ensure that all pertinent company health, safety, and environmental programs are adhered to and documentation is maintained.
- Establish and maintain professional business relationships with clients, industry officials, and peers.
- Assist in the generation of marketing strategies. Create and review literature for marketing new methods and instrument capabilities to clients.
- Responsible for the operational success of the laboratory, which includes, but is not limited to: budgeting, making decisions on capital expenses, attending to major client needs, revenue & profit growth, and cost control.
- Represent the laboratory in technical meetings.
- Participate with the Sales/Marketing team in the preparation and quotation of major technical studies.
- Ensure that the laboratory expenses are on track with the annual budget.
- Approve laboratory expenses and control the costs of the laboratory within established company guidelines.
- Analyze monthly Key Performance Indicators (turnaround time, productivity, etc.).
- Verify that company employment policies and procedures are followed correctly.
- Perform annual performance reviews for direct reporting personnel. Coordinate and review annual reviews of other lab personnel.

- Handle employee relation issues as per company guidelines and with the support of Human Resources.
- Understand and follow each Quality System document relevant to employment responsibilities, e.g., methods, SOPs, etc. Propose changes to documents and approve documents when required.
- Other duties as assigned.

**SPECIFIC ASSIGNMENTS:**

- Analysis of samples using established laboratory procedures and regulatory requirements.
- Ensure department cultures are maintained and viable for analysis.
- Assist in trouble shooting problem assays within the department.
- Assit with method transfer and validation studies.

**REQUIRED PROFILE**

- Undergraduate degree with a Masters preferred in Food Industry Microbiology
- 5 – 7 years of applicable and progressively expanded laboratory experience to include the design and review of projects, and the development and review of new testing protocols. Undergraduate degree with 7-10 years experience
- *Personal Qualities/Profile:*
- Excellent interpersonal and organizational skills.
- Excellent communication skills.
- Responsive problem solver and action oriented

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