

# **UNIVERSAL LEAF TOBACCO COMPANY INCORPORATED**

**Job Posting:** August 16, 2011  
**Location:** Global Laboratory Services, Inc.  
**Job Title:** Chemist (Smoke)  
**Position Status:** Salaried

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## **Summary:**

The Chemist will work within the smoke analysis laboratory. The Chemist performs and supervises tasks necessary to acquire and process analytical data from the analysis of cigarette smoke. The Chemist reports to the designated Manager of the Smoke Laboratory.

## **Minimum Requirements:**

- Bachelor's Degree in Chemistry or related scientific discipline.
- At least six years of relevant laboratory experience required.
- Knowledge in the areas of chemistry, statistics, mathematics, and computers is needed.
- Basic knowledge of tobacco smoke analysis.
- Must have excellent interpersonal skills.
- Prior supervisory experience is desirable.
- Must be detail oriented.
- Ability to work independently.
- Must be flexible to work weekends as required.

## **Job responsibilities include, but are not limited to:**

- Contribute to the safe operation of the laboratory; assure that safety procedures are adhered to.
- Assist in organizing the group's work to ensure efficient utilization of resources to meet customers' requirements and GLS' objectives.
- Perform analyses of tobacco smoke using analytical instrumentation.
- Ensure that tests performed are accurate and timely.
- Help ensure procedures are compliant with ISO 17025 and GLS's policies.
- Design appropriate work schedules for subordinate employees and plan daily work assignments in order to maintain an adequate personnel complement for laboratory efficiency.
- Train and supervise laboratory technicians and assure their training is up-do-date, complete, and documented.
- Keep track of supplies and order through proper channels.
- Check data for accuracy and completeness.
- Check reports for accuracy, completeness, and grammar.
- Review all records for completeness and accuracy.
- Review statistical process controls.
- Write, update, and maintain Standard Operating Procedures.
- Assure the proper maintenance of equipment and instrumentation throughout the laboratory (chromatographs, climate control units, automated workstations, etc.).
- Coordinate preventive maintenance on equipment and instruments.

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**Chemist (Smoke)**

**Job responsibilities include, but are not limited to:**

- Provide advanced problem solving, troubleshooting, and interpretation of test results.
- Communicate and consult with staff and clients, and potential clients in a professional positive and successful manner.
- Respond to work related problems of individual employees.
- Assist in the evaluation of performance of subordinates.
- Report all pertinent information through proper channels.

**All applicants must be authorized to work in the United States.**

**Applicants should contact:**

**Amy Walker no later than August 24, 2011**

**c/o Global Laboratory Services, Inc.**

**Email Resume to [walkera1@globallaboratory.com](mailto:walkera1@globallaboratory.com)**

**Fax Resume to 252.234.4959**