ALS provides a broad range of testing and analytical services to a wide variety of end markets and industries around the globe. We continue to remain at the forefront of the testing services industry, building an enviable reputation. BioScreen Testing Services, an ALS product-testing laboratory providing services to the Pharmaceutical/ Biotech, Medical Device and OTC/Personal Care industry has an opening for Microbiology Project Coordinator.

Microbiology Project Coordinator
(Job ID # 2019-7985)

About the position
ALS dba BioScreen Testing Services has an excellent opportunity for a Project Coordinator in the Microbiology Department. The Project Coordinator is responsible for administrative and scientific activities that facilitate laboratory and to execute and complete microbiology projects. Based at their BioScreen Torrance office, this full time position will report directly to the Microbiology Manager.

The successful candidate will be responsible for (but not limited to):

• Write and assist with protocol development for various projects.
• Initiate FCR’s, DCR’s, OOS’s and method deviation forms as needed
• Audit and verify results, including but not limited to, data analysis, calculations, and review laboratory notebooks of colleagues or direct reports
• Train personnel to ensure they can perform their duties in an efficient manner.
• Coordinate scheduling and staffing of personnel for the department.
• Review laboratory notebooks and raw data as needed.
• Review and sign reports as needed.
• Maintain laboratory notebooks.
• Assist in continuous improvement in laboratory safety program.
• Interface with equipment acquisition and qualification and other associated activities.
• Troubleshoot instruments and procedures within the department.
• Assist in coordination of preventative maintenance, repair and servicing of analytical equipment.
• Prepare weekly reports to upper management on relevant issues in the department.
• Work with Quality Assurance to ensure the department follows all cGMPs and coordinate out of specification investigations as needed.
• Write and revise microbiological methods and SOP’s.
• Attend meetings as required.
• Attend and/or speak at seminars and workshops on issues related to his/her work.
About you
To be successful in the key role, you must demonstrate the following:

- Previous Pharmaceutical, BioTech or Medical Device industry experience, specifically in a FDA, GMP or GLP environment in Microbiology.
- Bachelor’s degree (B.S.) in Microbiology.
- 4+ years plus industry experience.
- Strong organizational and leadership skills.
- Project management skills.
- Ability to work in a fast paced environment, individually and/or in a team setting.
- Excellent written and verbal communication skills.
- Excellent organizational and prioritization skills.
- Detail oriented, flexible, and multitask oriented.
- Ability to work well under pressure with definitive timelines.

Benefits & Culture
AT ALS we believe that the people we employ are what makes ALS the company it is today.

We offer many benefits to staff, including but not limited to:

- Robust benefits package including, health, dental and vision.
- 401(k) matching.
- Opportunities to progress and develop your career within ALS including global opportunities for suitable candidates.
- ALS is proud to be an equal opportunity employer committed to achieving and maintaining a workforce which reflects and affirms the diversity of our society.

Looking for further details?
Applications covering relevant skills and experience will be treated with the strictest confident.

Please visit our website at www.bioscreen.com or apply at https://external-als.icims.com