

# 2024 FULL-TIME POSITION

## LAB OPERATIONS SPECIALIST

### ELINOR COATINGS, LLC

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#### About Us

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Elinor Coatings creates solutions for corrosion, degradation, and fouling through research in surface protection. We value environmental sustainability and conservation and diversity in backgrounds, experiences, and personalities. This role will join a team of researchers in developing new formulations of protective and anti-corrosion coatings for metals. Support long-term federal research contracts in aerospace and ground vehicle support.

#### Primary Responsibilities

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##### Lab Maintenance

- Development and maintenance of lab operations processes, policies, and procedures
- Calibration of laboratory testing equipment
- Collection, storage, and disposal of hazardous and non-hazardous waste
- Ordering, receiving, and distributing laboratory supplies
- Perform lab inspections for proper labeling, segregation, and hazardous storage
- Ensure lab and supply area are neat and organized
- Management of inventory supplies

##### Health & Safety

- Lab safety [OSHA, EPA, and ISO functions]
- Risk assessment to reduce workplace injuries
- Safety orientation for all new hires and overall safety culture
- Documenting incidents, near-misses, and safety concerns

##### Quality Control

- Maintain accurate records, databases, and internal reporting
- Maintaining quality controls and instruments
- Create safety policies and standard operating procedures (SOP's)
- Conduct compliance audits and team guidance to ensure compliance

#### Qualifications

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##### Minimum Education/Experience

- High School Diploma or GED required, Bachelor's Degree in chemistry or related sciences preferred
- Organizational skills and ability to prioritize
- Proficient in Microsoft 365
- Good communication skills (written and verbal)
- Ability to take direction and work well with coworkers
- Ability to maintain and fix equipment
- Lab safety knowledge and lab experience required, OSHA, EPA, and ISO knowledge preferred
- Physical ability to lift 50+ lbs

#### Classification and Compensation

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##### Full-Time Benefited

- Competitive salary starting at (\$) depending on experience
- Starting PTO is 16 days annually with 14 paid holidays and 12 paid sick days
- 401k match
- 100% paid employee healthcare, vision, dental, disability and life insurance plus voluntary HSA
- Employee counseling and legal assistance

#### Application Procedure

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##### Apply on our website via the careers page:

- Cover letter
- Curriculum vitae/resume
- Three references