



FARE LABS Private Limited
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Job Description

Position	Trainee
Minimum Education	Bachelor's & Master's in Technology/Engineering: Food Technology/Biotechnology/Microbiology/Oil Technology/Bio Chemical Engineering/Chemical Engineering/Environmental engineering)
Division	Testing and R & D
Department	Food/ Oils/ Water/ Environment/ Instrumentation/ Petrochem/ Coal-Coke & Fuels/ Radiology/ Packaging Material/ Proficiency Testing/ Reference Material Production/ Microbiology/ Biotechnology/ Compliance
Contact Details	Rekha Xavier, hr@farelabs.com , Mob 9821486579/ 7838974847
Location	Gurugram
Reports to (Position)	Head of the Department (HOD)
Position Description; scope of the role	<ul style="list-style-type: none"> • Conduct onsite sampling as it arises • Carryout analysis and testing • Assist in research • Assist in Training • Assist Consultancy & advisory • Assist in Research paper publication
Supervisory & Line Management Responsibilities	<ul style="list-style-type: none"> • Lab Technician(s) • Sampling Executive(s)

Position Summary:

Trainee Scientist-B is an entry level executive position candidates will be placed in the position of Scientist B, in this position candidates will be given charge of calibration of one category of instrument for defined parameters in their respective departments.

Essential Duties and Responsibilities:

The essential functions include, but are not limited to the following:

- To assist conduct laboratory activities in order to assist in maintain quality management system
- To Develop and implement standard operating procedures (SOPs) for laboratory.
- Perform manual and automated testing in accordance with SOPS.
- Responsible for validation of new methods.
- Maintain laboratory equipment calibration records.
- Responsible for the sample preparation and testing of raw materials, finished products and retention samples.
- To prepare reports.
- Conducts lab activities to assist facility in Quality and R&D processes.
- Other duties as assigned.
- To assist organize and carryout all R & D assignments
- To assist engage in new fields in the domain of metrology
- To assist publish research papers

Requirements - Skills, Knowledge and Abilities:

- Excellent skill in computer operation.
- Excellent analysis skills.
- Strong detailed and organized digital and written documentation skills
- First rate time management skills
- Self-motivated and self-directed
- Goal oriented
- Able to multitask and priorities
- Top presentation skills
- Excellent verbal and written communication skills.
- Strong ability to carry out task with very little supervision or independently
- Strong interpersonal relationship skills.
- Ability to easily solve varying degrees of problems relating to the work environment.
- Possesses an energetic and manual dexterity.
- Ability to work in dead line driven environment, while being flexible to handle urgency jobs as they arise.

Expected Hours of Work:

The employee must be available during the core business hours of 9:30 am to 7:00 pm to maintain full – time status.