

Position Title: Molecular Research Associate
Reports to: Director of Research & Development
Department: Research & Development
Date Revised: February 2010
FLSA Status: Non-Exempt (Salary)

Summary:

This individual conducts and develops molecular tools that are either directly or indirectly related to the development of new products or the improvement of existing ones. Evaluate, design, and execute experimental research protocols including preparation of reagents and related experiments materials.

Duties and Responsibilities:

1. Understand and conduct experimental protocols (laboratory or animal trials) including but not limited to: schedule laboratory animals with the appropriate departments, ensure and coordinate the laboratory test logistics.
2. Ability to design relevant laboratory or animal experiments with minimal oversight.
3. Implement and design alternative molecular methods to solve troubleshooting in the production performance issues such as but not limited to potency, stability, and reduction of costs.
4. Develop and implement corrective and preventive actions in the method transference to the other company departments
5. Conduct Statistical analysis to validate the molecular methods developed, standardized or adapted in a timely manner, and prepare a final reports to the manager in charge.
6. Assist in troubleshooting production performance issues such as but not limited to potency, stability, and reduction of costs. Assist in implementation of corrective and preventive actions.
7. Transfer and implement the new methods to other required company departments including but not limited to Quality Control, Regulatory Affairs and Production.
8. Ensure the laboratory and work areas are kept clean and organized.

Qualifications:

Must have a Master Degree or have a certification in Immunology, Molecular Biology, Cell Biology, Biology, Veterinary Sciences; a Bachelors Degree and five (5) years Molecular Biology research experience will be considered in lieu of MS degree. Individual should be able to design relevant experiments with minimal oversight. Good written and verbal communications skills with individuals inside of the company as well as with their department colleagues. Must have the ability use statistical tools to interpret and analyze technical data for evaluating results and solving problems. The candidate must be proficient in the design of molecular biology methods including but not limiting to development of probes, primers, PCR and real time PCR methods. The candidates must have the ability to work independently and within a team. Should be enthusiastic about learning new things and have a passion for research and be comfortable with tight timelines and/or changing priorities. Has to be flexible with the ability to work week-ends or evenings as necessary.

Note: All LAHI job descriptions are guidelines to assist employees in awareness of qualifications and performance expectations for their respective positions. It is not possible or desirable to commit every detailed aspect of each job to a written description. Each employee is expected to continually improve their knowledge and understanding of their job requirements and to use this information to increase insight as to the scope of their responsibilities.

Incumbent Signature

Date