

# RohmTek

## LABORATORY OPERATIONS MANAGER – Analytical Laboratory Location: Houston, Texas

### Full Time Role

#### SUMMARY

The Laboratory Operations Manager will oversee the Analytical Laboratory and report to the Director of Operations to ensure all projects are completed according to required specification. The position is a managerial role overseeing all operations in the laboratory including personnel, projects, resources and budget. The Lab Ops manager will be hands on with every project and are responsible for all prep/analysis associated with designated samples. The position will also have direct communication with clients and requires a deep understanding of laboratory processes. We are a small, fast-paced team, and effective communication is an essential to meet client directed timelines.

#### DUTIES AND RESPONSIBILITIES

- Oversee laboratory operations, personnel, resources and budget.
- Oversee the operation of various analytical instrumentation primarily utilized for reservoir characterization.
- QA/QC collected data and deliver tabulated results to internal technical team for review prior to client delivery.
- Implement LIMS system or communication system internal to laboratory for management of testing programs. Regularly evaluate and communicate the prioritization of projects through the lab.
- Maintain a working knowledge of the various instrument functions and troubleshoot as maintenance is needed. Coordinate all maintenance of equipment in the lab and oversee warranty programs. Review opportunities to incorporate new analytical equipment and implement commercial laboratory programs from R&D department.
- Track inventory and usage of lab consumables to ensure adequate supplies are kept to complete testing without delay.
- Maintain catalog of raw and calibrated data according to lab designated file system.
- Manage laboratory sample inventory including the inbound, onsite, and outbound samples. Oversee disposal of samples at end of each project based on client directions. Ensure safety of samples while onsite.
- Occasional field and wellsite work required based on project specifications.

#### REQUIRED QUALIFICATIONS

- Bachelor of Science in Engineering, Chemistry, or Geology.
- Previous experience as laboratory manager
- Proficient knowledge of all Microsoft Office products (Word, Excel, PowerPoint, Teams, Outlook).
- Must regularly lift or move up to 10 pounds and occasionally lift or move up to 50 pounds.
- Must be able to stand regularly in lab setting, lengths up to 8 hours.

#### PREFERED QUALIFICATIONS

- A Master's degree in Geology or related Physical Science/Engineering preferred.
- One to two years related commercial laboratory experience preferred.
- Ability to work in a fast paced, team-oriented environment.
- Self-starter with effective time management and communication skills.

## **About RohmTek**

RohmTek is an analytical laboratory support company providing instrument rental, instrument optimization, and analytical laboratory services to various industries. We understand that our clients have diverse requirements for data acquisition, analysis, and interpretation and we enable them to create a fit for purpose program based on their unique needs. We focus on project management, communication, and technical transparency to deliver the results that our clients need.

RohmTek is predominantly an operator in North America with headquarters located in Houston, Texas and employees located across Texas and Colorado.

RohmTek provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

## **How to Apply**

Submit resume and cover letter to <https://rohmttek.com/careers> or submit directly to [info@rohmttek.com](mailto:info@rohmttek.com)