



## Position Vacancy

**Job Title:** Environmental Chemistry Department Manager

**Reports to:** Director, Environmental Chemistry

**Job Purpose:** To manage the Department ensuring that directly and through Team Lead direct reports, analytical projects are delivered to time and specification, including planning, budgeting, recruitment, training and ensuring adherence to Company procedures

### Position Summary:

SynTech Research Laboratory Services, LLC is seeking an Environmental Chemistry Department Manager for its corporate headquarters located in Stilwell, Kansas.

The Department Manager for Environmental Chemistry directs all analytical work done in support of field residue, soil dissipation, import tolerance and ecotoxicology trials performed by SynTech Research Laboratory Services or other entities. Additional areas of responsibility pertain to Sample Management and Study Directorship. Although a small amount of non-regulated work is performed for our Sponsors, the vast majority of SynTech's projects stringently adhere to Good Laboratory Practices (GLP) for U.S. Environmental Agency (EPA), Federal Drug Administration (FDA), and North American Free Trade Agreement (NAFTA) and for the European Organization for Economic Cooperation and Development (OECD).

SynTech Research encourages and promotes a mission and values-focused company culture. Open channels of communication are encouraged and highly valued. All employees are accountable for conducting themselves in alignment with the company's mission, values, culture, code of conduct and strategic goals.

### Responsibilities:

These include but are not limited to:

- Timely and accurate production of processed samples and their subsequent analyses. Ensure that work flow is not interrupted by equipment failures or poorly trained personnel or equipment scheduling.
- Manage and direct Team Leads with responsibilities including recruitment, personnel reviews, training and development of chemists, analysts, and technicians.
- Planning and budgeting annual expenses and capital purchases for the department
- Team Lead for one of the analytical teams
- Overall homogenization, preparation and analyses of crop, soil and water matrices for a host of chemistries while employing the use of HPLC, GC/MS and LC/MS/M instrumentation.
- Participation in evaluate of the cost of operations, analyses, etc. to facilitate the accurate costing of services to our clientele.

- Ensure that all processes are followed and that all staff remain compliant with Good Laboratory Practices and Standard Operating Procedures.
- Remain current on technical developments.
- Plan and organize work flow.
- Ensure excellent communication in dealing with staff, clientele and when assessing technical issues.
- Demonstrate and lead a corporate "CAN DO" culture that delivers SynTech's mission to provide expert services delivering competitive advantage to customers.
- Maintain a positive and collaborative work environment.

### **Qualifications and Experience:**

Ideal candidates will possess a proven history of excellence in client service, leadership, and specific required competencies further described in the job position description.

- Master of Science (M.S.) with 15 years of work experience, and/or Ph.D. with 10 years of work experience in Chemistry or related field work experience and familiarity regarding the product development cycle for agricultural chemicals.
- Five to seven years progressive leadership experience in direct or indirect job responsibilities related to Environmental Chemistry Department Manager duties.
- Knowledge of all related federal, state, local and transport industry safety/regulatory practices.

### **Conditions:**

The candidate will be expected to travel from time to time on Company business, which may involve overnight stays.

### **Location:**

SynTech Research Laboratory Services  
17745 South Metcalf Avenue  
Stilwell, Kansas KS 66085, USA

### **Timing:**

The position is available immediately  
The closing date for applications is 31 February 2014

### **Inquiries:**

Please direct your interest in this position, with a current resume / CV to:  
Nathalie Marshall, HR Specialist  
SynTech Research Laboratory Services, LLC  
[nmarshall@syntechresearch.com](mailto:nmarshall@syntechresearch.com)

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