



JOB DESCRIPTION

Job Title:	Laboratory Technician
School/Department:	Faculty of Science and Engineering (FOSE)
Job Family and Level:	Professional Support Services Job Level 2
Reporting to:	Head of Department for FOSE Technical
Purpose of role:	Responsible for supporting the overall operation of the Faculty Central Chemical Store (FCCS) to meet the teaching and research needs under FOSE.

Generic roles:

No.	Description
1.	Facilitate purchasing of chemicals issued by individuals, Schools and Departments to ensure smooth procurement processes and ordering / receiving of chemicals in timely manner.
2.	Receive chemicals from suppliers and store them according to chemical storing guidelines or as per chemical special requirement before issuing chemicals to users.
3.	Organising and arranging collection, distribution and transportation of chemicals from and to the faculty central chemical store as requested by individuals or Schools and Departments.
4.	Maintain a stockroom of chemical supplies and to ensure the availability of requested chemicals for teaching laboratory needs (determine stock levels of common chemicals and replenish when low in stock).
5.	Updating the inventory database on regular basis to keep accurate inventory data of chemicals in store.
6.	Maintain all relevant documents such as purchase request, delivery orders and invoices, CSDS/MSDS and other approval forms in a systematic filing manner and ensure availability of the documents when requested by management or safety office.
7.	Planning and arranging for scheduled chemical waste collection with Kualiti Alam



Specific roles:

No.	Description	Required Competency
1.	Ensuring chemicals are being managed according to safe working objectives and guidelines set by faculty Health and Safety Office.	OSHA certified trainings
2.	Providing guidance on chemical properties through advanced analytical instrumentation and their practical applications in student lab experimental work.	Thrives on precision, enjoys troubleshooting complex equipment, and is passionate about delivering high-quality data for teaching and research purposes.

Job Requirements:

Specification	Essential	Desirable
Qualifications/ Education	Diploma/ Bachelor Degree in Chemistry, Sciences, Chemical / Material Engineering.	Diploma/ Bachelor Degree in Chemistry
Knowledge and Skills	Health and safe handling of chemicals, safe chemical storing principles, familiar with relevant laws and regulation such as USEHH Regulation 2000, CLASS 2013 (OSHA 1994) and EQA 1974, and record keeping.	Chemist (IKM), Certificates of chemical health and safety trainings such as NIOSH, IKM or others
Working Experience	Higher institution or industry chemical/ chemistry laboratory environment with involvement in purchasing processes.	Managing chemical store
Character Attributes	Good command of English, able to work independently, good planning, organising and time management, highly disciplined.	Excellent interpersonal and communication skills
Others	Able to analyse situation and made a best possible decision in critical situation.	