

Job Description – Analytical Specialist

POSITION TITLE:	Analytical Specialist
REPORTING TO:	Laboratory Manager Singapore
LOCATION:	Singapore
COMPANY:	ADM SEA
DEPARTMENT:	Technical and Applications

PURPOSE OF JOB:

The main purpose of the role is: 1) to manage all analysis requests (eg. aroma analysis, sugar profile and physical property analysis) and maintain proper documentation; 2) to conduct sample preparation and analysis; 3) to organize maintenance and calibration of the instruments 4) to ensure safe operation of the analytical lab.

The analytical Specialist reports to the Laboratory Manager Singapore.

SCOPE AND RESPONSIBILITIES:

- Manage on time delivery of analysis with high quality.
- Conduct sample preparation (liquid extraction, headspace extraction, SDE *etc.*), instrument analysis (GC-MS, GC-FID and HPLC analysis), data interpretation and result verification with minimal supervision.
- Effectively communicate with stakeholders on the objective and requirements of analysis request, prioritize workload across all requests. Deliver analytical report and communicate the result with stakeholders.
- Maintain analytical lab consumables, organize instrument calibration and preventive maintenance.
- Implement or develop new analytical method, perform method qualification, verification and validation under minimum guidance.
- Continuously build aroma compound library.

Qualification:

- B.S. or above in Chemistry/Food Science or related field. Experience in similar role is preferred.
- Understands the fundamental and basic principles of chromatographic and detection techniques.

EXPERIENCE AND SKILLS:

- Laboratory experience is required. Working experience with GC-FID, GC-MS and/or HPLC is desired.
- Experience in food and/or Flavor Industry is preferred.

ANY OTHER REQUIREMENTS

- Passion in food chemistry or analytical chemistry
- Good communication skills and interpersonal skills

- Positive, 'can-do' attitude with open minded approach
- Good computer software skills (Excel, Word, PowerPoint)
- Able to work independently as well as a team player
- Good problem-solving skills, communication skills and time management skills

Because of the changing nature of our business your job description will inevitably change. The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be constructed as an exhaustive list of all responsibilities, duties and skills required of personnel. You will, from time to time, be required to undertake other activities of a similar nature that fall within your capabilities as directed by management.

Interested candidates, please apply send your cv to Ms. Tracy ZHANG, Tracy.Zhang@adm.com