

JOB TITLE	Lab Supervisor
COMPANY	UPP
DEPARTMENT	Research and Development
PURPOSE OF THIS POSITION	
<p>Manage and be primarily responsible for day-to-day running of the laboratory and manage workflow. Receive and collate all incoming work for the laboratory by creating project schedules. Assist and formulate experimental procedure for analysis on all raw materials, processes and finished products. Guides and supports other members of the team. Be responsible for new potential products development for the company with the intention of: (i) commercial viability, (ii) extending/improving the brand product line, (iii) optimization and refining of existing plant processes, (iv) waste reduction and (v) cost saving. Duties and responsibilities include the analysis and determination of the constitution of new materials and by-products of either in-house or external processes Plan and co-ordinates experiments that contribute to the improvement of the quality of products and processes. Assist the laboratory staff by executing scientific testing that may be required on current or new products. Be able to take initiative in executing research projects and work closely with the R&D department on all projects. These responsibilities must be carried out in the most efficient and effective manner with respect to both time and cost and must be consistently and accurately documented.</p>	
JOB TASKS & RESPONSIBILITIES	
<p>Development and Testing</p> <ul style="list-style-type: none"> - Develop, plan and execute new product development - Optimization of existing products from a performance and cost perspective. - Evaluate and analyse chemical and physical properties of new products. - Carry out all required product testing. - Compile reports based on findings. - Conduct testing and analysis of any material that the company requires. <p>Health & Safety</p> <ul style="list-style-type: none"> - Carry out safety awareness for all chemicals and equipment. - Obtain safety and MSDS documents and must be made communicated and available to relevant personnel. - Put required measures in place to ensure complete adherence to safety. 	<p>Project Management</p> <ul style="list-style-type: none"> - Plan, organize, execute, analyse and deliver on projects efficiently and effectively. - Provide a detailed analysis and interpretation of project outcomes to management, both written and verbally. - Work within a defined project time frame. <p>R&D Lab Duties</p> <ul style="list-style-type: none"> - Ensure upkeep of all R&D equipment and apparatus. - Ability to perform routine analysis on paper, raw materials, coal and inks - Inform/train relevant personnel on usage and safety aspects. - Work and operate within a strict financial budget. - Responsible for housekeeping of lab and overall running of the lab.
KNOWLEDGE, SKILLS & ABILITIES REQUIRED	
<ul style="list-style-type: none"> - Comfortable with the scientific method: knowledge of chemical scientific principles, problem identification, hypothesis generation, experimental setup, critical results interpretation. - Knowledge of materials science - Project management skills - Must be computer literate (Advanced MS Office essential). - Comfort with ambiguity and isolation - Patience to execute multiple experimental iterations. 	<ul style="list-style-type: none"> - Ability to work under pressure and to meet time deadlines. - Required to work efficiently on multiple projects simultaneously. - Willingness to work overtime as and when required. - Driven and intrinsically motivated to go the extra distance to deliver on projects. - The ability to complete tasks and provide detailed analyses, reports and feedback.



CAREER OPPORTUNITY

MINIMUM REQUIREMENTS	APPLICATION
<ol style="list-style-type: none">1. Between 0-1 years related experienced in a laboratory environment2. BSc /Btech/ND Degree (Chemistry, chemical engineering or closely related science field)3. Pulp and paper and/or Inks and household cleaner formulations knowledge will be advantageous.	<ul style="list-style-type: none">- Submit your CV to Shamiek Narrandes at snarrandes@upap.co.za- Proof of qualifications must accompany the application.