



### Position Opening

## **Division Manager, Chemistry Department**

The National Food Lab, a premier laboratory consulting firm, is expanding its Chemistry Department and has an opening for a **Division Manager, Food Chemistry**

### SUMMARY:

ESSENTIAL DUTIES, AUTHORITIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING. OTHERS MAY BE ASSIGNED:

- **Develop and execute short-term and long-term strategic and tactical plans and budgets for the Food Chemistry Division. This position has P&L responsibility.**
- **Develop and train the Division staff to have the technical, client service, and project management skills needed for the success of the Food Chemistry Division. Identify new processes and/or structures to deploy the staff in the most effective way possible.**
- **Coordinate and manage food chemistry projects to meet or exceed client needs, working in collaboration with the client service group and other Divisions of the company.**
- Work with prospective and existing clients on developing projects
- Ensure profitability through setting and maintaining budgets, time tracking, reporting and resource management
- Make contact with potential food chemistry clients and make occasional sales visits and presentations outside of The NFL or on site.
- Along with Vice President and other Division Managers determine the market price for The NFL's current analyses. Initiate price increases as necessary, and add to the division's capabilities when ever possible.
- Investigate new and existing technologies and approaches, which represent new capabilities and potential marketing opportunities for the Division.
- Travel as required to support sales calls and/or project work.
- Support the goals of The NFL, following established policies and procedures.
- Supervise and provide leadership to the Food Chemistry Division staff and manage the workflow of the group to deliver the highest quality of service as efficiently as possible. Maintain adequate pool of staff to meet client demand and requirements of projects. Identify scheduling conflicts within the group and needs for temporary help and/or additional resources as required. Develop and maintain a strong, motivated team dedicated to continuous improvement of quality and profitability.
- Ensure that all NFL safety guidelines and procedures are followed within the Division as safety of our employees is a primary responsibility.

### ISO 17025 MANAGEMENT SYSTEM AUTHORITIES AND RESPONSIBILITIES:

- Ensure that projects are conducted to meet division's quality standards and in accordance with the ISO standards
- Has the responsibility and authority to identify departures from the management system or from the procedures for performing tests, and to initiate actions to prevent or minimize such departures
- Has the responsibility and authority to identify and halt non-conforming work in their scope of work

- Has the authority to operate instruments, equipment and perform tests when documented as qualified in training records
- Has the responsibility and authority to implement, maintain and improve the management system
- Has the responsibility and authority to approve forms and externally generated controlled documents including software, vendor provided instructions, equipment and software manuals, reference documents, and drawings
- Has the responsibility and authority to determine the impact of non-conforming work on test results, make appropriate corrections, withhold reports, and document the incident.
- Has the responsibility and authority to issue test reports, give opinions and make interpretations
- Has the responsibility and authority to authorize the resumption of work, make a decision on the acceptability of the non-conforming work, and notify the client (if necessary)

### SUPERVISORY RESPONSIBILITIES:

The project manager supervises 7-10 employees directly. Supervisory activities are carried out in accordance with organization's policies and applicable laws. Duties include, but are not limited to: providing supervisor with recommendations for hiring, interviewing, training, planning, assigning and directing work, timely performance appraisals, rewarding and disciplining, addressing complaints and resolving problems.

### QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### TEAM MEMBER AND BEST IN CLASS SERVICE REQUIREMENTS:

The NFL incorporates the use of teams to achieve both personal and business success. Individuals must have strong personal skills to participate effectively in a team environment, being able to subordinate his/her personal priorities to the success of the team. In addition, The NFL's success is directly dependent on Best in Class services, requiring the individuals to enthusiastically engage the practices leading to this service level.

### EDUCATION AND EXPERIENCE:

Ph.D. Food Science/Chemistry with 4-6 years experience with 2-4 years experience as Manager, MS or BS Food Science/Chemistry with 6-8 years experience 2-4 years experience as Manager or a combination of education and experience demonstrating an ability to perform the essential functions of the position.

### OTHER KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: ISO and GLP standards;

Ability to develop methods, perform complex analyses and procedures, write reports, approve methods and protocols, review data, design and evaluate the technical merits of current and new methods on the basis of quality and economic value, evaluate current methods to produce quality results, initiate new methods that will improve the business, maintain and improve profession competency, maintain a safe and orderly work environment, maintain laboratory records, write and review SOPs and standard methods, operate personal computer and laboratory instruments and equipment. Ability to read, analyze, and interpret, technical scientific procedures, or government regulations; communicate effectively in both written and oral form; compose quality written materials; respond to inquiries or complaints from clients; and, effectively present information to clients, potential clients, and other members of staff.

### REQUIRED LICENSES OR CERTIFICATES:

Valid Drivers License and Proof of Insurance

APPLY:

Email: [recruitingnfl@TheNFL.com](mailto:recruitingnfl@TheNFL.com)

Fax: 925-243-0117

Competitive salary, commensurate with experience. Comprehensive benefits package.

Please include your salary requirements.