



Company: Assured Bio Labs, LLC  
Location: Oak Ridge, TN  
Wage: Based on Experience  
Hours: Full Time. 40 hours/week  
Benefits: Health, Dental, Vision, Simple IRA matched Retirement Plan  
Salary Range: \$55,000-\$70,000 per year commensurate with experience.

**Position: Lab Manager/Quality Assurance Officer**

### **Responsibilities:**

We are looking for a highly motivated individual to join our team. In this position, it is important to pay attention to detail, learn quickly, make logical decisions in a timely manner and have customer service skills. Other responsibilities include:

- Accreditation and Certification compliance (i.e., ISO/IEC 17025, AIHA-LAP EMLAP, NYS DOH ELAP)
- Process improvement and optimization
- Team management. Daily monitoring team productivity
- Quality assurance
- Internal audit, quality control audit, data integrity audit
- Project management and data analytics
- Grant assessment, revision, and management (i.e., SBIR, VA Solicitations)
- Reporting (i.e., Legionella culture, USP 797, research and product testing projects)
- Procurement and inventory
- Vendor evaluation and correspondence
- Revision and restructuring of Standard Operating Procedures
- Root cause analysis

### **Requirements**

- Master of Science Degree in Microbiology, Biology, Public Health, Plant Pathology, Agricultural, or related field, At least 2 years of experience as Lab Manager, Research Associate, or similar occupation.
- Bachelor of Science Degree in Microbiology, Biology, Public Health, Plant Pathology, Agricultural, or related field, At least 5 years of experience as Lab Manager, Research Associate, or similar occupation.
- Microbiology experience encouraged but not absolutely necessary
- Experience managing R&D lab projects
- Experience in applying and managing federal grants (i.e., SBIR)
- Experience with SAS, JMP or other statistical software
- Experience with Design of Experiments

Send Resume, CV, Transcripts, and 3 References to: [employment@assuredbio.com](mailto:employment@assuredbio.com)  
*Assured Bio Labs, LLC is an equal opportunity employer.*