**Job Title:** LIMS Assistant  
**Department:** Laboratory  
**Location:** MFG Research  
**Travel Required:** ≤ 10%  
**Date Posted:** 1-6-2023  
**Position Type:** Full-Time

**Applications Accepted By:**

**EMAIL:**  
nsnyder@moldedfiberglass.com

**MAIL:**  
Nancy Snyder  
PO Box 675  
Ashtabula, OH 44005

**Subject Line for Email Response:**  
LIMS Assistant Position

## Job Description

### ROLE AND RESPONSIBILITIES
- Assistant Administrator of the Laboratory Information Management System (LIMS)
- Continual maintenance and updating of LIMS with Wavefront support
- Create/edit LIMS export spreadsheets & assist teammates in their use
- Work with Senacea (and others) on continued export spreadsheet improvements
- Handle incoming project requests including customer contact
- Do special projects unrelated to LIMS
- Work closely with quality

### QUALIFICATIONS AND EDUCATION REQUIREMENTS
- Bachelor’s Degree or Equivalent
- Demonstrated skills in problem solving and logical thinking
- Attention to detail (critical)
- Quality focus
- Communicate tactfully and effectively – verbal and written (teammates, customers, suppliers, etc.)
- Read, write, and comprehend technical documents (strong proofreading & grammar skills required)
- Maintain/strengthen technical knowledge (conventions, professional publications, networking, training, etc.)

### ADDITIONAL NOTES
This position reports to the current LIMS Administrator  
This position develops into the LIMS Administrator within two years