



CATLAB, LLC

Job Description - Analyst

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Job Title: Analyst (LC-MS/MS)

Purpose:

Prepare and analyze samples in accordance with regulatory requirements and approved standard operating procedures. Maintain instruments in operating condition with help of manufacturer technical support as needed.

Responsibilities

1. Responsible for obtaining Maine OCP Individual Identification Card (IIC) prior to starting the position.
2. Perform all responsibilities in an ethically responsible manner in accordance with CATLAB Ethics Policy training.
3. Prepare and analyze cannabis flower, concentrates, and infused products for organic parameters using CATLAB's Standard Operating Procedures (SOPs).
4. Understand customer needs and meet customer deadlines. Participate in planning to meet holding time and customer reporting deadlines. When applicable, discuss results with customers.
5. Actively participates in making method and quality control improvements.
6. Responsible for initiating corrective action for any failures or abnormalities noted during sample preparation and analysis.
7. Actively participate in annual internal and external audits and assessments. Complete annual certification in all analyses performed, including proficiency testing as required by ISO 17025 and Maine CDC.
8. Maintain all required documentation in accordance with CATLAB's SOPs. Ensure traceability of all measurements and decisions made during the generation of analytical data.
9. Maintain appropriate confidentiality regarding all customer data.
10. Perform all responsibilities in accordance with general laboratory safety procedures. Actively participates in improving safety practice in the laboratory. Maintain a safe working area. Dispose of all sample and chemical waste according to approved



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procedures and in compliance with Hazardous Waste Handling training.

11. Order necessary equipment and supplies in accordance with CATLAB purchasing procedures. Be cost conscious and prudent in all purchases and continually strive to reduce costs in all aspects of the business.
12. Maintain all instruments and supplies necessary to perform requested testing. Troubleshoot instrument issues and contact manufacturer's technical support when needed.
13. Participate in business planning process, including planning equipment and resource needs for the laboratory. Continually discuss and implement practices to improve technical approaches, data quality, reduce cost, and improve efficiency.
14. Actively fulfill your role as a team member by participating in support activities such as sample receiving, preparing bottle orders, glassware preparation, and any other duties, as necessary.
15. Continually plan for and take steps to enhance professional development.

Minimum Qualifications

Must be 21 years old or older. Experience with analytical instrumentation. Excellent communication and organizational skills. Computer knowledge: email, database, word processing, and spreadsheet applications. Laboratory skills: use of a balance, pipette, volumetric measurements, solution preparation, aseptic techniques, and dilutions, safety.

Minimum Education

BS or BA in Chemistry, Biology or Life Science

Minimum Experience

1-3 years of LC-MS/MS and/or MassLynx software experience preferred.