

[CARO Analytical Services](#) is an employee-owned environmental and food laboratory that provides professional analytical testing services to public and private clients throughout Western Canada. Whether supporting a client cleaning up a contaminated site, providing water quality data to ensure Canadians have access to clean water, or supporting the government in testing our food source for potential pesticide exceedances, CARO provides the data essential to the success of these programs. CARO also happens to have an awesome corporate culture thanks to a great team of employees and scientists who take their jobs seriously, but not themselves: *We are charismatic scientists, driven to make the world safer and healthier.*

DESCRIPTION: LABORATORY MANAGER – Richmond, BC

The Laboratory Manager is responsible for all operational aspects of their laboratory facility, including equipment, production, financial performance, safety, quality, employees, supplies, software, and documentation. The Lab Manager is responsible for ensuring that the company goals and requirements are met, and they strive to run their laboratories safely and efficiently. Reporting to the Director of Operations, your main responsibilities will include:

Business Plan Development & Implementation

- Formulation and implementation of a local business strategy.
- Assist in creating and achieving operational goals and objectives.
- Follow the strategic and business plan as established with the manager.

Quality Management

- Maintain current knowledge of internal quality management practices/procedures, standard reference methods, and applicable regulatory limits.
- Ensure that work is conducted in adherence with quality protocols and ISO17025:2018 and that proper documentation is maintained. Ensures continuing suitability of QM procedures.

Production/Resource Management

- Oversee utilization of equipment, materials and staff to meet due dates, holding times, maximize production and to meet market demands, opportunities and strategic goals.
- Monitor ways to increase productivity and efficiency such as equipment upgrading and introducing new processes and technology.

Operation & Facility Maintenance

- Work through his/her team leads to solve day-to-day production and process problems, provide technical and operational leadership and guidance to all staff.
- Communicate with Customer Service Team regarding production, turn-around time and technical issues.

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- Responsible for the general upkeep and maintenance of building and equipment. Review and approve supplier contracts and invoices.

People Management

- Hire, train & motivate staff, set goals, review performance and assess training needs, at least annually.

QUALIFICATIONS:

- University or College degree/diploma in a related discipline.
- A minimum of ten years increasingly complex laboratory management experience in an environmental laboratory or closely related position.
- Proven technical, management and business development abilities.
- Proven leadership skills and attributes.
- Proven project management skills.
- Strategic planning/thinking and implementation abilities.
- Ability to motivate a team and delegate responsibilities.
- Strong interpersonal skills.
- Ability to effectively manage change in a dynamic working environment.
- Negotiation, influencing and conflict resolution skills.
- Understands applicable regulations in relation to client's needs.

CARO Analytical Services offers work-life balance, attractive potential for career advancement, competitive remuneration, extended health & dental benefits, RRSP and DPSP. If you aspire to a career with a thriving, fast-paced and growing company with top quality people, consider CARO!

Please email your resume to hr@caro.ca and put "Laboratory Manager" in the subject line.