

## **Job Description**

### **GCMS Project Leader**

Friedman & Bruya is a team of chemists and hard workers, driven to provide clients with the highest quality of data and customer service in Washington State. As a GCMS project leader, you will be charged with tracking client projects through the lab to ensure the requirements of the clients are met and exceed in terms of data quality, completeness of reports, and technical support.

You will be tasked with defining project requirements, clear communication of requirements to appropriate personnel, and corrective measures if needed. All duties of Friedman & Bruya project leaders are to be performed within the guidelines of the Friedman & Bruya, Inc Policy Manual and Standard Operating Procedures.

The position involves some laboratory work. A background in chemistry is preferred but not required. A project leader will work under the supervision of an experienced project manager but may do considerable amounts of work without direct supervision.

#### **Responsibilities:**

- Plan and execute own work tasks, as well as oversee tasks of team members, to meet project deadlines
- Communicate effectively and proactively with management and peers
- Plan, direct, and coordinate projects to ensure client goals and objectives are accomplished by meeting the established requirements within prescribed time frame
- Responsible for overall project delivery of the projects

#### **Type of people we look for:**

- Individuals with strong problem solving skills with ability to shift priorities
- Utility type players willing to work in a fast paced environment and detailed oriented
- Located in Greater Seattle area or willing to commute
- Willingness and ability to take on new duties

#### **What makes Friedman & Bruya different:**

We are a lab consisting of multiple cultures and backgrounds where hard work is valued and rewarded. As a family owned lab, we believe when one person succeeds, everyone does. We want our employees to be able to come to work, work hard, and go home to enjoy whatever extracurriculars there may be. Our benefits include 401k, health insurance, and option for FSA contribution

GCMS Project Leader is a full-time (40hrs per week) position.