

# Singota Solutions

JD172

**Job title:** Associate Microbiologist 1  
**Department:** Quality Control and Development  
**Location:** Bloomington, IN  
**Position Type:** Full-time, 40 hours/week, Exempt

## General Description:

Associate Microbiologist 1 is responsible for activities that apply to microbiological principles and procedures in quality control (QC) testing, working with Clients and regulatory agencies, and other groups within Singota.

### 1. Quality Control Testing

- Supports the Environmental Monitoring program associated with the classified areas.
- Assists SMEs for final microbiological product testing of both Singota and non-Singota manufactured products.
- Summarize laboratory findings and document in formal microbiological method reports.
- Works with and supports the QC Chemistry program through data review, sharing resources, and collaboration on overlapping projects.
- Involved with inventory of materials used for microbiology testing.
- Perform growth promotion testing on media to be used for microbiology testing.
- Proficient in writing microbiology laboratory investigations.
- Support routine trending data collection.

### 2. Working with Clients and Regulatory Agencies

- Supports Business Development and Project Management groups by executing Development and QC projects for clients.
- Provides timely and accurate communications/updates to Project Managers, BD, or Management.

### 3. Works with inter-department groups/teams

- Periodically summarize status on client or internal testing/work to the QC/DEV department.
- Promotes a highly professional working environment within and outside the company.
- Actively promote and engage in effective teamwork between operating groups, collaborating with other managers and directors to lead the company towards meeting its goals and objectives.

## Characteristics required include:

1. Strong interest and commitment to exceptional customer service and teamwork.
2. Highly motivated- independent and self-directed work ethic; good judgement and strong decision-making skills; driven to continuously improve.
3. Excellent interpersonal skills-respected by others with an ability to lead and influence; positive and action-oriented; high degree of personal integrity and accountability; ability to communicate effectively and professionally across various audiences and organizational levels.
4. Positive attitude and good judgment – reflective of company values.
5. Technical knowledge base.
6. Excellent time management, organization skills, and ability to manage multiple priorities with high attention to detail in a fast-paced, deadline driven, work environment.
7. Excellent communication and presentation skills – oral and written.
8. Ability to travel to client sites, audits, and trade shows.
9. Ability to problem solve and resolve issues and conflicts.

## Work Experience & Educational Requirements:

1. Associate degree or equivalent experience – Science related field preferred.
2. 2 year or more of aseptic on-site support experience is preferred.
3. Three months experience performing compendial Micro release testing (e.g. USP<61>, USP<71>, etc.) is preferred.
4. Able to stand on feet for three to four hours at time.
5. Able to lift and maneuver microbiology testing equipment.
6. Willing to periodically work in the evenings and/or weekends to perform time-sensitive tasks (e.g. reading plates or performing microbiology tests).

**Singota Solutions is an Equal Opportunity Employer**