	Process Scientist Job Description	SOP	Effective Date: 01/03/2022	Page: 1 of 3
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Job Title:	Process Scientist	Department:	Research & Development
Supervisor:	Manager of Research & Manufacturing	Employment Status:	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time
Work Location:	Oakdale, MN (onsite)	FLSA Classification:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non- Exempt

Position Summary

The Process Scientist will be taking the main responsibility for manufacturing and production of Veravas products. The Process Scientist will maintain the laboratory and all inventory necessary to all manufacturing. This includes Production, Quality testing, Quality Documentation, Critical Raw Material (CRM) qualification, CRM inventory management, Laboratory Standard Operating Procedure (SOP) creation and editing, Validation activities, routine Laboratory and instrument maintenance, troubleshooting performance anomalies, and other Laboratory tasks, as directed. The Process Scientist will report to and work alongside of the Manager of Research & Manufacturing, and will be counted on to deliver high performance while being mainly self-directed. The Process Scientist will also execute Product Development activities and contribute to the ongoing innovation in the Laboratory. The Process Scientist role is imagined as a critical role in the Lab who is responsible for all aspects of Manufacturing in the Laboratory and will play an important role in Product Development as well.

Responsibilities List

- Produce Veravas products and intermediates following current SOP's and GMP's.
- Quality test Veravas products and intermediates following current SOP's and GMP's.
- Quality test incoming Raw Materials.
- Maintain Raw Material inventory for manufacturing.
- Write, perform, and document Stability and Validation studies.
- Maintain Quality Records/ Documentation.
- Perform routine laboratory maintenance.
- Perform routine instrument maintenance.
- Create and edit official laboratory SOP's.
- Assist in maintaining laboratory inventory (inventory, ordering, and receiving).
- Assist in performing Product Development activities under R&D leadership.
- Training and guidance of incoming Process Scientist.
- Perform other duties as assigned.

Education

Bachelor's degree in Science, or related technical field required.

Experience

☐ N/A

5-7 years' In Vitro Diagnostics (IVD) industry experience a plus.
4-5 years' experience in Manufacturing related systems preferred.
5-7 years' experience in clinical laboratory or related industry required.

Knowledge and Skills	<input type="checkbox"/> N/A
<ul style="list-style-type: none"> • Proven knowledge of proteins and antibodies required. • Proven knowledge of immunoassay or ELISA development required. • Self-direction. • Troubleshooting abilities. • Ability to collaborate and communicate effectively within cross-functional teams. • Solid knowledge and experience with Laboratory documentation practices. • Solid communication, decision-making, and organizational skills. • Ability to think strategically, and work tactically on multiple concurrent projects. • Lab instrumentation- spectrophotometers, pH meters, mass scales, HPLC, sizer instruments, centrifuges, ELISA readers, etc. • Data communication. • Computer proficiency with Microsoft Office products. • Universal precautions and use of PPE. • Ability to work in a fast paced, multi-tasking environment and maintain production and quality standards to meet aggressive turn-around requirement. • Ability to work additional hours outside the normal workday (i.e. evenings and weekends) to be able to meet tight deadlines. • Ability to perform successfully under pressure while handling multiple projects with overlapping timelines. 	

Employee Core Values & Principles
<ul style="list-style-type: none"> • Coachable: Willing to keep learning and never stop improving. We believe when you stop learning, you stop growing. Our team members are always open to learning and desire constant improvement. • Team Player: Willing to speak up to help us play bigger. We work together and succeed together. We want our technology to reach the world, so we can't be afraid to stand up and speak up. • Get It Done – No Excuses: We expect to win and hate to lose. • Take Initiative: We are trail blazers and find our own path forward. We are working on cutting edge technology and are proud to be pioneers in our field. • All In to Make a Difference: The passion for our product keeps us going each day. The better we do our jobs, the faster we can make a difference in someone's life.


Travel Requirements	<input checked="" type="checkbox"/> N/A

Other Duties
Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Work Environment and Physical Requirements	<input type="checkbox"/> N/A
Lab/office environment. Often standing, or prolonged periods of sitting at a desk and working on a computer.	

Training Assessment <i>(If requirements are not met by the individual filling the position, list all training requirements and attach evidence of training)</i>	<input checked="" type="checkbox"/> N/A
Completed By:	HR Department
Date:	01/03/2022

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.	
Print Employee name assuming this position	

	Process Scientist Job Description	SOP	Effective Date: 01/03/2022	Page: 3 of 3
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Employee Signature		Date	
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The signed Job Description is to be maintained on file by HR and/or Department