

LABORATORY AND QUALITY MANAGER (PART TIME / FULL TIME)

Excelsus Structural Solutions is a service provider specialized in Synchrotron X-Ray Powder Diffraction analysis, primarily of pharmaceutical compounds, for pharmaceutical industries and law firms.

In the frame of the company's expansion to its new premises in Basel, Excelsus Structural Solutions' team is looking for a motivated Laboratory and Quality manager. In this role you will be primarily responsible for the following tasks:

- **Sample handling and preparation for X-Ray Powder Diffraction Analysis.**
- **Initial organization and daily maintenance of the laboratory, ensuring lab activities run smoothly.**
- **Application and revision of the company's SOPs.**

More specifically, you will:

- Plan the reception of samples from industrial customers; generate appropriate documentation to describe their receipt.
- Prepare powder samples to be analyzed at the synchrotron facility, including temperature and relative humidity treatments.
- Perform general lab duties. Maintain a clean, safe and efficient working environment in perfect compliance with Excelsus Structural Solutions safety rules.
- Track lab supplies and chemicals; restock inventory.
- Prepare and qualify lab equipment via the required performance tests. Manage all maintenance tasks for this equipment.
- Manage technical documentation: create, revise and improve company's SOPs, make recommendations to improve efficiency, ensure information is standardized and confidentiality is maintained.
- Define and implement all required safety measures.

We are looking for an autonomous and proactive individual, who will enjoy driving the continuous improvement of all lab-related activities, thereby contributing actively to the growth of Excelsus. This person should also enjoy working in a team. We believe that a deep sense of responsibility together with a positive mindset are key to thrive in this role.

As a small company, cohesion and solidarity in the team is crucial. Hence, we are looking for a friendly and trustful collaborator motivated to progress together towards a common goal.

MINIMUM REQUIREMENTS

- Completed training as a laboratory technician in chemistry (e.g. "Chemielaborant"), bachelor's degree in chemistry or equivalent. Additional practical experience in a pharmaceutical industry and work with Standard Operating Procedures under GMP/GLP regulations or in an ISO-certified environment is a very relevant plus.
- Ability to manage technical documentation. Proficiency with Microsoft Office suite.
- Demonstrated strong organizational skills, meticulous and attentive to details
- Ability to work in an autonomous way, performing tasks with extremely high accuracy and reliability, detecting deviations and inconsistencies.
- Good knowledge of English and German (spoken, written).

WHAT WE OFFER?

- A chance to make a difference in an innovative high-tech company
- A permanent position in Basel
- Flexible working hours
- Full or part-time work load
- Competitive salary
- Development opportunities

START DATE: to be agreed.

If you are interested in joining the team, send us your application in English at fabia.gozzo@excelsus2s.com together with a strong motivation letter. Or contact us if you have any questions!