**Job Title:**

Laboratory Technician

**Overview:**

Wood Research and Development (WRD) is seeking highly motivated individuals for the position of Laboratory Technician. Candidates are those who enjoy problem-solving and will thrive in a self-motivated, technical environment. This position provides competitive pay and an opportunity to gain valuable, and relevant experience in the rapidly evolving and expanding timber testing industry.

**Pay:** $19-21/hour (Overtime Possible)

**Hours:** 8AM-5PM, M-F

**Roles and Responsibilities:**

**General Expectations:**

In the performance of their respective tasks and duties all WRD employees are expected to:

* Perform quality work within communicated deadlines, with minimal direct supervision.
* Interact professionally with all employees, clients, and vendors.
* Work independently while understanding the importance of good communication, coordination, and teamwork with other employees.
* Work in accordance with company goals, accreditations, quality systems, and relevant international and industry standards.

**Job Summary:**

The WRD Laboratory is an accredited test laboratory, as well as an independent 3rd-party testing agency. Laboratory technicians are expected to receive, examine, prepare, test, and analyze samples from customers for a wide range of purposes. Technicians actively perform testing procedures and reporting in accordance with published international testing standards. Technicians must become familiar with WRD processes and accreditations. Technicians will also have responsibilities toward the maintenance and upkeep of the accredited quality systems; to include calibrations, verifications, and equipment maintenance.

**Specific Job Responsibilities:**

* Operate testing equipment and perform data collection under WRD’s scope of IAS accreditation (TL-193).
* Prepare both internal and external reports on the results of testing performed at the WRD Lab for Engineers and customers.
* Prepare samples according to published requirements, often through carpentry.
* Perform technical tasks of the assigned department such as assembly, disassembly, repair, adjustment and set-up of equipment**.**
* Perform general housekeeping and administrative support tasks associated with the laboratory area.
* Setup and perform tests that contain complex and stringent requirements, yet often allow for flexibility in achieving those requirements.

**Required Qualifications and Skills:**

* High school diploma or equivalent
* 1 year experience working in a laboratory environment
* Demonstrated carpentry experience at the beginner level
* Strong mathematical and logical reasoning skills
* Proficiency in Microsoft Office
* Strong organizational skills and attention to detail
* Ability to respond to direction and interpret engineering documents
* Capable of finding solutions to problems that may require unique thinking without specific direction

**Preferred Qualifications:**

* 2 years of education in an Engineering discipline related field
* 2 years of experience working in a laboratory setting
* Demonstrated ability to analyze and report test data
* Experience in technical writing