

## **Innovative Test Solutions, Inc.**

551 Kings Road,  
Schenectady, NY 12304  
Ph: 518-688-2851 Ext: 508



### **JOB DESCRIPTION** **Title: Quality/IT Technician**

**Work Hours:** Typical is Monday through Friday, 8:00 AM to 5:00 PM with 1 hour lunch break (40 hours per week). Actual work hours may differ and shall be coordinated with the Director of Operations. Position requires ability and willingness to work off shift hours on demand.

**Targeted Start Date:** TBD

**Quality/Data Report to:** Quality Manager  
**IT/Security Report to:** Scott Briody

#### **Roles and Responsibilities:**

- Reduce all test data for all types of testing performed in laboratory.
- Develop data macros to improve efficiency in data reduction process.
- Work with the Quality Manager on improving the lab data automation.
- Perform Pre/Post measurements/inspections on test specimens.
- Work with Quality to maintain and to improve all aspects LIMS.
- Perform and maintain all laboratory equipment calibrations.
- Maintain ITS/IMS phone system.
- Maintain ITS/IMS security system.
- Perform regular maintenance and repair on ITS/IMS/DRJ computers.
- Provide daily updates to the Quality Manager on tasks completed.

#### **Requirements (Special Knowledge, Education, Ability and Skills):**

- Due to nature of work, US citizenship is required. (must have)
- Experience in working in a testing environment. (must have)
- Exhibit diligence in executing work instructions. (must have)
- Demonstrate proactive, detail oriented, and thorough work ethics
- Must be able to follow work instructions (verbal and written)
- Able to professionally interact with customers
- Must show proficiency in use of popular computer software products (Microsoft Office, etc)
- Must work well individually and in a team environment
- Education: High School Diploma
- Must exhibit good mechanical abilities and background.

#### **Interview Process (out of state candidates):**

1. Phone interview.
2. Video interview (Skype)
3. Reference review and approval
4. Onsite interview (Travel expenses are discussed on a per case basis.)