

Role Description & Person Profile

Job title:	Lab Specialist
Reports to:	Quality Assurance Manager
Location:	Binh Duong, Vietnam
Direct & Indirect Reports:	N/A
Role Overview	<ol style="list-style-type: none"> 1. The Lab Specialist will support the QA Manager in leading laboratory operations and ensuring the smooth daily running of the Quality Department. This role is responsible for delivering reliable laboratory services to support factory operations and achieve overall business objectives. 2. The laboratory scope covers the full testing process, including: <ul style="list-style-type: none"> • Collecting and logging samples into the Laboratory Management System (LMS) • Preparing samples for analysis • Performing routine laboratory analyses (e.g., enzyme activity testing such as phytase and xylanase, ELISA, NIR, and other physical tests as directed by the QA Manager) • Preparing reagents and maintaining laboratory supplies • Accurately reporting laboratory test results 3. In addition, the role is responsible for calibration and maintenance of laboratory equipment and instruments, as well as laboratory inventory management to ensure compliance and operational efficiency. 4. This is a challenging and exciting opportunity, particularly in supporting the setup and development of a new ELISA laboratory service to meet AB Agri Vietnam business objectives. The position requires adaptability, technical competence, and a strong mindset. 5. This role also offers valuable development opportunities to build expertise in premix manufacturing from a Quality Control perspective, ensuring compliance with quality and feed safety standards. The Lab Specialist will work under the guidance and direction of the QA Manager, with clear opportunities for professional growth and technical skill enhancement. 6. Therefore, we expect an ideal Lab Specialist as follows: <ul style="list-style-type: none"> ○ Demonstrates the ability to work independently and take ownership of assigned laboratory tasks, effectively managing multiple activities to ensure timely and accurate delivery of testing reports. ○ Has relevant hands-on experience in routine laboratory testing, delivering accurate and reliable results in compliance with quality and lab safety standards, and demonstrates a well-organized and structured working approach to manage laboratory tasks effectively ○ Has good understanding of laboratory operational principles, including sample collection and logging in LMS, sample

	<p>preparation, data recording and reporting, and daily management of testing data, reagents, and laboratory inventories.</p> <ul style="list-style-type: none"> ○ Is capable of operating and conducting enzyme activity testing (ELISA) and related analytical techniques such as NIR and other physical tests as directed by the QA Manager. ○ Demonstrates problem-solving ability and practical judgment to address routine laboratory issues, identify root causes, and support continuous improvement initiatives. ○ Show adaptability, eagerness to learn, and willingness to support the setup and development of new laboratory services, while maintaining a strong quality and feed safety mindset.
<p>Key Responsibilities:</p>	<p>1. Lab Operations (85%)</p> <ul style="list-style-type: none"> - Perform routine laboratory housekeeping and maintain a clean, organized, and safe working environment. - Receive, label, and accurately log samples into the Laboratory Information Management System (LIMS). - Conduct sample preparation, including weighing, and grinding of various sample types (e.g., customer feed samples) using laboratory mills and other equipment. - Prepare buffers, reagents, and solutions required for analytical testing in accordance with SOPs. - Perform routine laboratory analyses such as ELISA, NIR, and other physical tests within specified turnaround times. - Collect, record, and input analytical data (e.g., pH measurements, spectrophotometer readings including ELISA reader and NIR instruments) into relevant systems. - Develop and manage daily, weekly, and monthly testing schedules to ensure timely issuance of test reports and adherence to lead times. - Ensure all laboratory activities comply with applicable quality standards, work instructions (WI), and standard operating procedures (SOPs). - Adhere strictly to laboratory safety protocols and safe handling procedures. - Conduct routine calibration, verification, and regular inspection working conditions, maintenance of laboratory equipment and instruments. - Coordinate internal and external sample testing, ensuring samples are dispatched promptly and reports are tracked and filed appropriately. - Manage retention samples, ensuring proper labeling, storage, and retention in accordance with specified requirements. - Maintain inventory of laboratory supplies and reagents; monitor stock levels and initiate procurement as needed. - Support the QA Manager with daily administrative tasks, including shipping, receiving, and documentation management when needed.

	<p>2. Quality Control of Manufacturing Process (10%)</p> <p>2.1. Incoming raw material quality control</p> <ul style="list-style-type: none"> - Perform quality inspections and testing of incoming raw materials to support release decisions for production use. - Monitor the quality condition of raw materials during warehouse storage to ensure compliance with quality standards included shelf-life management - Ensure all materials in quarantine and holding warehouses are properly identified, segregated, and controlled to prevent unauthorized use. - Evaluate samples of new raw materials as part of the supplier approval process to determine suitability for production and compliance with customer requirements. <p>2.2. In-process control</p> <ul style="list-style-type: none"> - Monitor production processes in accordance with approved Standard Operating Procedures (SOPs) to ensure smooth operations and compliance with quality and feed safety standards. - Oversee finished goods label control, ensuring label approvals and verification checks are accurately performed by production personnel prior to product release. - Implement and manage cross-contamination control measures, including production sequencing and cleaning verification, to minimize carryover risks. <p>2.3. Finished goods quality control</p> <ul style="list-style-type: none"> - Perform quality inspections and testing of finished goods to support product release decisions and ensure compliance with established specifications. - Ensure all finished goods in quarantine and holding areas are properly identified, segregated, and controlled to prevent unauthorized distribution. - Conduct root cause analysis and investigations for product non-conformities, test failures, or customer complaints, and support implementation of corrective and preventive actions (CAPA). <p>2.4. PRPs implementation, monitoring and improvement</p> <ul style="list-style-type: none"> - Understanding, identification and control the feed safety hazards in feed production environment to ensure the hygiene for manufacturing environment - Ensure compliance when implementation <p>3. Others (5%)</p> <ul style="list-style-type: none"> - Other relevant tasks which direct by QA Manager when needed
<p>Budget Responsibility:</p>	

Person Profile/Knowledge	
Experience, any formal qualifications and necessary keys areas of knowledge or experience. Major: Bachelor's degree of Food Technology, Biotechnology, Chemical, Animal Husbandry, Veterinary Medicine Qualification: ISO 17025; HACCP, ISO 22000 / FSSC 22000; FAMI-QS/GMP plus; Internal Auditor skills is preferred Sector: Food (powder product, mixing process) / Feed Industry (Premix /Powder compound feed), Pharmaceutical	
Essential	Desirable
Minimum 3 years of experience working as a Laboratory Technician or Specialist within the animal feed industry or a related manufacturing sector as mentioned above	Hands-on experience in NIR (Near-Infrared) technology
Proven experience in operating, maintaining, and troubleshooting laboratory instruments and analytical equipment	Understanding raw material characters- key requirement of raw materials for mixing process
Hands-on experience in one or more of the following analytical techniques: <ul style="list-style-type: none"> - Enzyme activity assays - ELISA testing 	Understanding premix characters- key requirement for Premix - customer concerns/ requirement
Practical experience working in a scientific laboratory environment, including: <ul style="list-style-type: none"> - Handling a variety of chemical agents - Preparing reagents, solutions, and buffer systems - Applying correct manual handling and laboratory safety procedures. - Safe handling and disposal of hazardous chemicals in compliance with laboratory safety standards. 	Understanding of manufacturing process in animal feed/ pet food - premix/ compound feed or relevant product
Good understanding of the agricultural and/or feed enzyme industry	Understanding, identification and control the feed safety hazards in raw material, feed production environment and feed products
Experience in calibration, operational checks, and routine maintenance of laboratory equipment, including but not limited to: <ul style="list-style-type: none"> - Pipettes and multi-channel pipettes - pH meters - Laboratory mills - Spectrophotometers 	
Fluent in Vietnamese and English both written and verbal	
Key Behaviours	- Drive Performance - continually striving to improve and helping to promote a high-performance culture. Prioritizes tasks effectively to ensure urgent work is completed and reported promptly, but also making sure other work is not "left behind."

	<ul style="list-style-type: none"> - Build Pride and Passion - Maintaining a can-do attitude with a positive and cheerful attitude to work - Excellence at Speed - Open minded and enthusiastic when facing new challenges - Protect & Enhance our Reputation - Leads by example and ensures adherence to all company and legislative standards. - Work as a team - Thinks team before self, going beyond their role for someone else's benefit and promotes idea generation finding solutions and not just the problem. - Put into practice processes that will have a positive impact on the risk of H&S and Feed Safety. - Develop own and others knowledge to grow and achieve goals. - Continually look for ways to improve customer service and improve overall performance.
<p>Other Factors Travel, shift pattern, working hours, Licence type etc.</p>	<p>Working overtime / shift is required as production run schedule. Role holder will need to have a Clean Driving Licence.</p>

