

**KIK CUSTOM PRODUCTS**  
**KIK DANVILLE**  
**MICROBIOLOGY LAB MANAGER**

**KIK Danville located in Danville, IL procures, blends, fills and packages a wide variety of aerosol and liquid personal care products.**

We are searching for a dynamic, hands-on **Microbiology Lab Manager** to lead initiatives while controlling and assuring continuous Microbiology Lab quality of a large personal care products manufacturing facility. This individual will be responsible for proactively leading a team of 5 Microbiologists, while providing technical support for manufacturing by means of chemical and physical analysis of production concentrates and finished products. Also ensures integrity of sample and test protocols and processes for microbial contamination of raw materials, in process bulk batches, finished bulk batches and finished products. The Micro Lab Manager works closely with external and internal customers; therefore must be an excellent communicator.

**ADDITIONAL RESPONSIBILITIES:**

- ◆ Oversees Microbiology Lab Operations
- ◆ Ensure test water samples for chemical and microbial quality are completed
- ◆ Review, validate and ensure all procedures used in the Micro Laboratory are to standard
- ◆ Review and Approve analysis and approval of line samples
- ◆ Provide technical support in production problems – trouble-shooting
- ◆ Provide assistance in training personnel
- ◆ Ensure stability testing on OTC production is performed
- ◆ Coordinate the preparation of media.
- ◆ Improve Housekeeping and comply with customer's audits.
- ◆ Other duties or projects as necessitated by the position

**QUALIFICATIONS AND EXPERIENCE:**

- ◆ Bachelor of Science degree in Microbiology from a four year college or university in related science and strong chemical background experience.
- ◆ 5 years experience managing a Microbiology Lab.
- ◆ Experience responding to common inquiries and complaints from customers, regulatory agencies, or members of the business community.
- ◆ Ability to effectively present information to top management, public groups, and/or board of directors.
- ◆ Advanced level Microsoft Office user