



**EASTMAN CHEMICAL COMPANY
JOB DESCRIPTION**

Job Title : Laboratory Technician, Specialty Plastics
Reporting Line : Senior Application Development Rep
Job Location : China Technical Center
Issue Date : Nov 22nd, 2013

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Job Summary

The Laboratory Technician will assume an important role in building the lab capability of Specialty Plastics in China Technical Centre. The incumbent will be primarily responsible for laboratory work to support application development projects for Specialty Plastics. He/She will execute design of experiments which involves organizing, carrying out and documenting various experiments, testing and analysis, reading and writing test methods, safety manuals and JSA and compiling reports. This person will also support lab management, which includes but not limits to day-to-day operations, supporting purchasing process, installation and maintenance of instruments, sample handling and safety in lab. This position requires collaboration and communication within all SP technology teams, various SP business functions, other technology teams, external vendors and suppliers.

Specific Job Responsibilities

1. Work safely and promote a safe work environment. Attend safety meeting/activities, carry out safety inspections and comply with Safety Culture
2. Organize and prioritize experimental work and lab resource to support technical projects based on timelines and objectives outlined by supervisor. Provide design of experiments (DOE) support to application development/research and other technical projects.
3. Perform laboratory tests in order to produce reliable and precise data. This will include physical, chemical and /or analytical testing and measurement.
4. Document experimental work, carry out data analysis, write technical reports and interpret results to present to supervisor and/or technology team
5. Support AD rep to conduct literature and patent searches on identified topics relevant to the research project.
6. Read test methods, understand ASTM, ISO and GB standards, design and write internal testing methods based on requirements of tailored experiments and customer's fitness-for-use criteria.
7. Support lab day-to-day management and operations. Work with vendors to ensure that raw materials, equipment and consumables are available for smooth laboratory operations. Maintain lab housekeeping in a customer ready state.
8. Be responsible for lab equipment and instrument management including calibration and maintenance, new equipment purchasing process and installation. Ensure laboratory equipment is routinely calibrated and checked to maintain accuracy and repeatability. Work with HSE to write JSA, safety manuals and SOP to make sure safe operation on lab equipment.

Education

BS Degree in Chemistry, Polymer Science, Materials Science or related field

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Personal Qualifications/Requirements

1. **Experience/Job Knowledge/Expertise** – 1 to 2 years lab experience preferably in a MNC. Fresh graduates with relevant background are also acceptable. The Candidate should have lab work experience in chemistry or polymer materials field.
2. **Judgment** – Able to organize testing and experiments, manage time and resource according to project priority. Good planning to ensure that chemicals, samples and equipment are available when required. Notify peers and supervisor when issues related laboratory safety is being observed. Must be accurate, pay attention to details and have good observation ability.
3. **Initiative** – Must be self-motivated, looking for ways to improve laboratory work processes, testing accuracy and safety.
4. **Technical Skills** - Good knowledge in polymer physics, plastics technique, and analytical testing. The candidate should have solid knowledge and experience in polymer properties and the testing methods such as physical, mechanical, thermal and optical properties etc. A good understanding of Design of Experiments is highly preferred.
5. **Computer Skills** – Able to use Microsoft Outlook, PowerPoint, Word and Excel
6. **Language Skills** – Good skill in both writing and speaking English
7. **Communication Skills** – Must be able to communicate experimental results clearly to team member and supervisor through email, verbal communication and/or concise report. Require to update research notebook clearly and promptly.
8. **Teamwork** – Must be able to work collaboratively within Specialty Plastics AP Technology team, analytical team, other technology team and various business functions in different region if necessary. The ability to work with people having different personalities and different job functions is a must.