

**Company Description:** Vista Analytical is the premier environmental laboratory for the determination of dioxins and furans, PCBs, PFAS, PAHs, PBDEs, PCNs and other semi-volatile organic contaminants. Vista is distinguished by our combination of unsurpassed technical quality and outstanding customer service.

Our team members are passionate about providing exceptional service to all clients. We continually make every effort to improve and better ourselves so that we can better serve our clients. If you have a similar mindset and you thrive in a dynamic environment, you may be a great fit for our team.

Vista Analytical Laboratory offers a competitive benefits package including 401k, medical, dental, vision, group term life and paid time off.

**Job Description:** Vista is seeking a full-time **Project Coordinator** to work out of our El Dorado Hills, CA office.

**Key responsibilities include, but are not limited to:**

- The Project Coordinator is accountable for coordinating and managing clients' projects through all phases of laboratory operations, including but not limited to:
  - Project set-up in laboratory database and maintenance with focus on client contact information, analysis, turn-around-times and deliverables
  - Initiating bottle orders
  - Sample login review
  - Delivery of acknowledgment letters and communication of anomalies and/or analytical issues
  - Tracking project progress, updating all required databases as needed
  - Timely report and data delivery
- The Project Coordinator role fosters and develops positive client and colleague relationships.
- Anticipates possible problems or inconsistencies with laboratory operations/processes and drives mid-course changes and corrections in order to avoid customer dissatisfaction.
- Ensures the accuracy of project-specific requirements.
- Communicates with clients about the nature of the samples being submitted to the lab and any potentially hazardous substances. Knowledge of laboratory safety procedures and of hazards and safety precautions related to using chemicals and to performing tests on potentially hazardous substances.
- Works closely with the lab to ensure that turn-around-times, short hold times and other sample issues are thoroughly communicated and followed through.
- Prioritizes the workday based on deadlines, workload, and other related factors.
- Provides administrative support to sales staff.
- Participates, when requested, in internal and external audits.
- Keeps work area clean, neat and organized.
- ***Other duties as assigned.***

### **Education and Skills Requirements:**

- Minimum Education: Bachelor's degree in the chemical, environmental, physical or biological sciences.
- Experience with Microsoft Office applications. Laboratory Information Systems (LIMS) software experience is desired.
- Preferred experience working for an environmental laboratory company with progressive responsibilities in the areas of Project Management, Customer Service, and/or Account Management/Sales.
- Familiarity with analytical chemistry processes and motivation to learn a wide variety of routine environmental testing procedures, methodologies, the associated State and Federal Regulations, and accreditation programs related to environmental testing laboratories.
- Excellent communication skills, both written and oral, and the ability to relate professionally with outside clients as well as establish productive working relationships with laboratory and management personnel while also acting as a customer advocate.
- Excellent time management and organizational skills with the ability to handle multiple priorities simultaneously and operate in a fluid environment while accommodating priorities for both customers and internal operations.
- Flexibility to adjust quickly and effectively to frequent changes and altered priorities.
- Ability to work independently with minimal supervision.
- Excellent problem-solving skills. Ability to anticipate and recognize problems and communicate details with laboratory and management personnel, assisting with diagnosing root causes and taking corrective action to prevent recurrence.

**Serious candidates only please. This is a very significant role to the success of the services we provide therefore we need a candidate that is committed and has the ability to effectively perform the responsibilities of this position.**

*Vista Analytical Laboratory is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, natural origin, age, disability, veteran status and any other legally protected status.*