



ENVIRONMENTAL SAMPLE RECEIVING/ LOG IN SAMPLE COORDINATOR

Environmental Systems Service, Ltd. (ESS) is an environmental services firm located in Culpeper, Virginia for over 54 years. The company maintains a state certified environmental laboratory, which supports our Environmental Services Division, as well as performing analytical services on water, wastewater, and soil from outside clients.

ESS is currently seeking a full time Sample Receiving and Log-In Sample Coordinator. Duties include accepting sample deliveries and preparing sample and bottle shipments according to standard operating procedures. Additional duties include preparing samples for testing including appropriate documentation, performing basic standardized physical and chemical tests on samples to ensure compliance with specifications.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Receives water, wastewater, soil and other samples from clients, couriers, or field personnel
- Enters sample information into Laboratory Information Management System (LIMS)
- Verifies integrity of samples by checking Chain of Custody forms, sample temperature, holding times, and preservation methods
- Generates sample labels and applies labels to sample containers
- Distributes samples to appropriate laboratory departments
- Maintains records and documentation related to sample receipt and handling
- Maintains inventory of sample containers and sample receiving supplies
- Prepares and ships samples for subcontracting
- Coordinates packaging and shipment of sample kits to customers for collection of water and wastewater samples
- Provides customer service and assists customers with water quality concerns.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, standard operating procedures and manuals. Ability to write routine reports and correspondence. Ability to speak effectively with customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and read thermometers.

Full time employee benefits include two weeks of vacation after 12 months of continuous employment, five sick days each year, and nine paid holidays. ESS provides employee medical and vision insurance with a minimum monthly employee contribution of \$50.00; as well as employee dental, life, and long term disability insurance paid by the company. ESS also offers a 401K-retirement plan.

Equal Opportunity Employer