



Client Services & Environmental Lab Intake Coordinator

Full-Time | Environmental Testing Laboratory

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.

Position Overview

ESS is currently seeking a full time Client Services and Environmental Lab Intake Coordinator to be the first point of contact for all incoming environmental samples and client communications. This role manages the intake, documentation, and quality control processes that ensure all samples are properly received, logged, and prepared for laboratory analysis. Acting as the quality gatekeeper for the lab, this position plays a critical role in maintaining data integrity, regulatory compliance, and efficient laboratory workflow. This position ensures the accuracy, reliability, and compliance of all environmental testing performed in the lab. By catching errors at the point of entry, the coordinator helps prevent costly delays, ensures regulatory adherence, and maintains the high-quality data clients rely on.

Essential Duties & Responsibilities

- **Sample Reception & Log-in:** Receive incoming environmental samples (drinking water, wastewater, soil, sludge), assign unique identification numbers, and enter all required information into the Laboratory Information Management System (LIMS).
- **Chain of Custody (CoC) Management:** Verify and maintain unbroken documentation from sample collection to analysis.
- **Quality Control:** Inspect samples for integrity, proper containers and preservatives, accurate labeling, and complete accompanying paperwork; resolve discrepancies as needed.
- **Client Communication:** Coordinate with field staff, samplers, and clients to obtain missing information, clarify requests, and address any intake issues.
- **Inventory & Supplies:** Track, manage, and restock laboratory consumables and supplies.
- **Data Entry & Reporting:** Prepare sample information for analysts, support data organization.
- **Additional Duties:** Perform other tasks as assigned to support laboratory operations.

Essential Skills & Qualifications

- **Education:** Bachelor's degree in Environmental Science, Chemistry, Biology, or a related scientific field preferred.
- **Technical Skills:** Experience with LIMS systems, sample handling, and familiarity with environmental testing methods and regulations.
- **Soft Skills:** Exceptional attention to detail, strong organizational abilities, effective problem-solving, and clear written/verbal communication skills.
- Ability to read and interpret safety rules, SOPs, and technical documents.
- Ability to interact professionally with clients and staff.
- Competence in basic math, including fractions, decimals, ratios, percentages, and reading thermometers

Benefits

- Two weeks of vacation after 12 months of continuous employment
- Five sick days per year
- Nine paid holidays
- Medical and vision insurance with a minimum employee contribution of \$50/month
- Company-paid dental, life, and long-term disability insurance
- 401(k) retirement plan
- Equal Opportunity Employer
