



**PETRONAS**

## POSITION DESCRIPTION

<b>Company:</b>	PETRONAS Lubricants Italy S.p.A.	<b>Manager/ Supervisor:</b> <i>(name &amp; title)</i>	
<b>Position:</b>	Quality Control Advanced Lab Technician	<i>Signature:</i>	
<b>Function:</b>	Quality Control Laboratory	<b>Job Holder:</b> <i>(name)</i>	
<b>Location:</b>	Villastellone, Italy	<i>Signature:</i>	
<b>Reports to:</b>	QC Lab Team Leader	<b>Evaluated Grade:</b> <i>(and date)</i>	

### A. POSITION PURPOSE (A brief description of the role)

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To support the QC Lab Team Leader on daily tasks in order to ensure the optimum functioning of the Quality Control Laboratory as well as the rapid and efficient management of complaints from the requestors by technical advising.

### B. POSITION DIMENSIONS (Indications of value created/impacted upon or costs incurred or quantifiable resources utilized to deliver value)

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<b>Budget:</b>	
<b>Dimensions:</b>	

<b>Subordinates :</b>	
Executive	: 0
Non Executive	: 0
Total Staff	: 0

## **C. POSITION NATURE & SCOPE**

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### **Key Accountabilities:**

1. To replace both the QC Lab Team Leader and QC Lab Technicians in their absence;
2. To suggest corrections for production batches off spec. (by lab blending study or historical trend);
3. Report testing results and interpretation to Production Manager / QC Lab Team Leader / Requestor;
4. Know effect of varying base oils, additives and viscosity modifiers content on formulation performance and suggest corrections to be made
5. Understand the meaning of the testing run. Proactively check the results and inform Production Manager / Quality Lab Team Leader / Requestor in case of issue;
6. Train new QC Lab Technician;
7. Know how to use equipment / machines and feedback to QC Lab Team Leader;
8. Manage maintenance and calibration of laboratory equipment.

### **Key Challenges:**

- Give a proactive contribute to ensure the optimum functioning of the Quality Control Laboratory
- Guarantee a standard quality level in Quality Control Laboratory, according to ISO 17025.

### **Communication and Working Relationship (Internal/External):**

External – Customers and HSEQ audits

Internal – Production Manager, HSEQ and Technical Service Dpt.

### **Qualifications & Education:**

Degree in Technical discipline (Chemistry or Engineering is preferable) or equivalent.

### **Skills/Experience/Knowledge:**

- Experience in Quality Control Laboratory (up to 5 years) and minimum 2 years of experience dealing with any Lubricants/Oil & Gas business;
- Very good Knowledge of lab equipment;
- Good English knowledge;
- Good Knowledge of IT tools (i.e MS Office, SAP, Databases, etc.);
- Make decisions, proactive, autonomous, rigorous, ability to respect plan/deadlines.

## D. REPORTING RELATIONSHIPS

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