



# OKSIR is Hiring!

## Lab and Facility Assistant

**Status:** Full-time

**Salary:** Based on experience

**Duration:** Maternity-leave coverage, 1 year term

**Location:** Osoyoos, BC

**Benefits:** Full extended health/dental and RRSP matching

### About Us

We are an environmentally-friendly control Program for one of the biggest pests of apple and pear trees— the codling moth. Since the start of the Program, more than 20 years ago, the amount of pesticides used in the region against codling moth has dropped by 96%. Our Program breeds and sterilizes codling moths at our state-of-the-art facility in Osoyoos, and we release them into orchards where they mate with wild moths to prevent the population from reproducing. Our Program also provides trapping/monitoring/enforcement services for orchardists, education, and a chance to make a difference for our farmers and the environment.

### About The Position

Are you a detail-oriented individual who's looking to make a difference in their community? Are you good with numbers, fast and accurate with data entry, and a whiz with Microsoft excel? If you are baking, do you follow the recipe with absolute precision?

If so, then we have an exciting opportunity at our state-of the art facility in Osoyoos. This one-year term position will help cover the absence of our valued team members in the Quality Control lab. The *Lab and Facility Assistant* will work primarily with our Quality Control Technician and report directly to the Facility Manager. They will perform standard lab practices (training will be provided). They must be able to enter data quickly and accurately and generate basic graphs and reports in excel. They will ensure all procedures are completed in a safe and professional manner and they will also assist with rearing or cleaning tasks and processes related to codling moth sales and shipping. This is a full-time, term position, with full extended health/dental benefits and an excellent RRSP-matching plan.

#### **Duties Include:**

- Data collection and data entry
- Some data analysis
- Measure and monitor insect health and fitness
- Executing standard lab tests including air quality, pH, and facility sanitation checks
- Assist with sales requests of insects, egg sheets, and assorted materials
- Assist with insect rearing or facility cleaning as required (moderate lifting required, up to 25 lbs)
- Other duties as required

### About You

You have experience with Microsoft excel and you like numbers. Data entry is fun for you, and you are fast and accurate at it. You are physically able to complete the duties of the job and like to work with your hands. You have an eye for detail, follow instructions to the letter, and keep your work area very clean. You have experience in a lab or lab-like environment and are not afraid of insects! You are reliable, friendly, and a good communicator and collaborator. You prefer a day with a variety of different tasks ahead of you, and you aren't shy about finding out what needs to be done.

If this sounds like a good fit for you, please submit your **cover letter** and **resume**, with "Lab and Facility Assistant" in the subject line, to: [jobs@oksir.org](mailto:jobs@oksir.org)

For more information on these positions or our program, please check our website: [www.oksir.org](http://www.oksir.org), or call 1-800-363-6684.



## Lab and Facility Assistant

<b>Title</b>	Lab and Facility Assistant
<b>Reports To</b>	Facility Manager
<b>Department</b>	Facility
<b>Position Number</b>	
<b>Position Status</b>	Full-Time
<b>Eligible for Benefits</b>	Yes
<b>Overtime Exemption Status</b>	Non-Exempt
<b>Hours per Week</b>	40 hours
<b>Location</b>	Rearing Facility – Osoyoos, BC
<b>Salary Range</b>	Commensurate with Experience
<b>Direct Reports</b>	
<b>Internal Relationships</b>	Works closely with the following internal stakeholders: <ul style="list-style-type: none"><li>• Rearing Supervisors</li><li>• Maintenance Supervisor</li><li>• Program Entomologist</li><li>• Quality Control Technician</li></ul>
<b>External Relationships</b>	Research collaborators, clients
<b>Travel Required</b>	No



## **Position Overview**

---

The Lab and Facility Assistant position will report to the Facility Manager and will be responsible for ensuring standard quality control lab practices and procedures are carried out accurately and safely by all QC staff. The position will also be responsible for filling sales orders and carrying out in-house experiments as required.

## **Responsibilities/Accountabilities**

---

### **Responsibilities:**

1. Supervise and perform quality control as required: conduct air quality and facility sanitation tests, measure insect health and fitness, collect and record data on parameters as outlined in the quality control manual.
2. Process sales requests of insects, egg sheets and assorted materials.
3. Participate in all aspects of the Secure Shipper program.

## **Job-Related Technical Skills/Education/Training/Experience**

---

	<b>Skills</b>
<b>1</b>	University or College training in Biology or Chemistry is preferred
<b>2</b>	Laboratory experience is an asset
<b>3</b>	Ability to critically analyze and interpret data is essential
<b>4</b>	Strong leadership qualities and interpersonal skills
<b>5</b>	Team player who can also work independently
<b>6</b>	Comprehensive MS Office (Word, Excel, Outlook)
<b>7</b>	Excellent verbal and written communication skills
<b>8</b>	Valid BC Driver's License