

## **Gold Data Analyst – Minerals Division**

### **About Us**

A global company with a local presence. Headquartered in Ancaster, Actlabs is a Canadian owned company founded in 1987. We are recognized throughout the world as a leader in analytical testing and development services. With over 30 years of experience, our analytical laboratories provide high quality analysis impacting every aspect of our life including: Mining and Mineral Exploration, Agriculture, Cannabis, Environmental, Forensics, Life Sciences, Material Testing, Occupational Health and Petroleum Industries.

We're investing for the future, implementing innovative strategies to allow us to continually strengthen and lead in the industries that we serve. This is an exciting opportunity for anyone who wants to join an established and growing company. At Actlabs, we are committed to rewarding and retaining people who are passionate about making a positive impact in their professional and personal lives.

### **Hours**

Day shift/shift work, full time, overtime and or/week-end may be required

### **Minimum Requirements:**

B.Sc. in the fields of analytical chemistry or geology or a 3-year Technology Diploma in Chemistry. Experience with AA is an asset

### **Competencies:**

- Demonstrate resourcefulness, motivation and drive
- Exceptional organizational and time management skills, and detail-oriented
- Quality driven and pro-active
- Ability to multi-task
- Problem Solver and analytical thinker
- Proficient computer skills in excel
- Possess strong verbal and written communication skills in English
- Good interpersonal skills
- Exhibit common sense
- Ability to work as a team member, independently and unsupervised
- Willingness to display needed effort to meet company goals of improved TAT and quality

### **Other Requirements**

- Candidate must possess strong verbal and written communication skills in English
- Ability to work well independently and with others
- Knowledge of good laboratory practices
- Ensures full compliance with the company's Health & Safety and Professional Conduct Policies

### **Responsibilities**

The data analyst position will be working with spread sheets and be responsible for processing and reporting chemical data derived from the AA instrumentation. The ideal candidate would be a self-motivated individual with strong excel skills that would enjoy the opportunity to work in a team-oriented, scientifically challenging work environment. The following responsibilities may include some or all of the following or any other task assigned by Management:

- Root cause investigation and help put in place CAPA
- Generate analytical reports including importing and approving data

#### **ACTIVATION LABORATORIES LTD**



- Control Charting and Range Ratio quality control checks
- Data comparison for samples with multiple analyses being performed
- Maintenance of logs (including quality failure logs)
- General laboratory housekeeping
- Ensure all data is produced with high quality
- Assist in meeting clients and company turnaround time requirements by working overtime when required
- Compliance with ALL safety procedures including SDS review for all chemicals used

**Additional Information**

Benefits Package

**As health and safety is our priority, we have taken additional steps from the onset of the pandemic to provide a covid-19 free work environment for our team.**

We celebrate diversity and are committed to an inclusive workplace environment for all employees. Actlabs is proud to be an equal opportunity work environment.

Please note that applicants applying for Canadian job positions must be authorized to work in Canada. We thank all applicants for their interest, but only those considered for an interview will be contacted. Submit cover letter, resume including the position title in the subject line via email to [hrthunderbay@actlabs.com](mailto:hrthunderbay@actlabs.com)

**Quality Analysis in a Timely Fashion-Innovative Technologies-  
Dedicated to Supporting**