



Upper Occoquan Service Authority

Human Resources Department

14631 Compton Road • Centreville, VA 20121

Tel. | (703) 830-2200 • Fax | (703) 266-0682 • Email | good.jobs@uosa.org

LABORATORY OPERATIONS ASSISTANT

Regulatory Affairs Division

Laboratory Division

(Internal ID #4255)

Grade 5 | \$50,800- \$81,300*

Close: Open Until Filled

**Starting salary will be between minimum and midpoint in the range.*

ABOUT THE ORGANIZATION:

The Upper Occoquan Service Authority (UOSA) is a regional water reclamation plant serving four jurisdictions (Fairfax County, Prince William County, City of Manassas and City of Manassas Park).

RESPONSIBILITIES:

The **Laboratory Operations Assistant** performs highly responsible purchasing, administrative and clerical tasks in a customer service-oriented work environment. In this role, the Laboratory Operations Assistant will work with Purchasing to ensure purchasing agreements are in place for each commodity, facilitating procurement of goods and services and addressing and resolving problems and issues related to assigned commodities in a prompt and professional manner. The individual must investigate sources of supply, obtain quotes for products, perform online research and when necessary, compare and analyze specifications. The individual procures urgent materials through the most effective means, considering quality, availability, cost, and delivery time. The Laboratory Operations Assistant also monitors the Lab's spending to advise the Lab Manager if the section is approaching the approved budget threshold.

Additionally, the candidate performs challenging administrative tasks which include coordinating activities within and between other UOSA sections/divisions and supporting the various other day to-day operations of the Laboratory. The ability to use sound judgement in making responsible decisions in accordance with established policies is required. Considerable judgment, attention to detail, and independent action in establishing or adapting work procedures is required. The individual frequently acts as intermediary for the Lab Manager and is delegated authority for handling multiple administrative and purchasing details. The Laboratory Operations Assistant reports to the Laboratory Manager.

REQUIREMENTS:

- Completion of an Associate degree and/or completion of a high school education or GED and at least two years of administrative experience. The candidate must have knowledge/experience of common purchasing practices. Any combination of education, experience, and training, which provides the required knowledge, skills and abilities may be acceptable.
- Must be able to maintain accuracy and attention to detail when completing multiple assignments with frequent interruptions.
- Must have experience in purchasing practices and procedures.
- Must be competent in Microsoft Word and Excel. Proficiency in software such as Kronos and IJOSA's JDE Enterprise One systems is desired.
- Possession of a vehicle operator's license valid in the Commonwealth of Virginia.
- Must be able to perform the physical requirements of position, to include extensive walking, bending, stooping, climbing of stairs and ladders, lifting and/or carrying of up to 30 pounds.



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The vacancy notice does not imply that these are the only duties, including essential duties, to be performed in the position. Please request a full job description from the HR Department via email at good.jobs@uosa.org.

All employment offers are contingent upon the successful completion of a pre-employment drug and alcohol screening, physical exam, and background check paid for by UOSA.

In order to be fully considered for the position, all applicants must submit a complete online application along with an updated resume via the UOSA website: Uosa.org/Careers > [Candidate Profile](#).

Once logged into your profile, click on **Find Jobs** in the upper left-hand corner of the screen, followed by **Search for Jobs**. Review the vacancy and apply for the position.