



JOB TITLE: Synthetic Chemist

Location: Boulder, CO

Reports to: Chemistry Development Manager

Department: Chem. Dev

Original Date: 07 January 2009

Update Completed on: 26Sep09

JOB SUMMARY:

Designs, develops and conducts research and or development experiments to synthesize & characterize small molecules & intermediates.

SUPERVISION RECEIVED AND EXERCISED:

Ability to work independently and in a team environment with minimal supervision. Ability to develop projects from conception to execution independently.

ESSENTIAL FUNCTIONS:

Duties may include, but are not limited to, the following:

- Utilizes independent thought and judgment to work on projects involving design, synthesis, purification and characterization of small molecules & intermediates
- Synthesizes small molecule compounds of interest using knowledge of synthetic and organic chemistry
- Provides input in laboratory experimentation and develops scalable, cost effective synthetic processes for intermediates and other target compounds
- Utilizes analytical and chromatographic techniques like TLC, HPLC, LC-MS, GC-MS, flash chromatography, NMR etc
- Develops synthetic routes to help route realization and selection of processes for scale up
- Records experimental observations and results in laboratory notebooks; interprets technical data to drive forward moving decisions
- Compiles and creates reports, protocols and procedures as needed
- Works on problems of moderate complexity in which analysis of situation or data requires an understanding of identifiable factors
- Performs additional duties as required or needed
- Must adhere to ISO 17025 standards when applicable
- Other duties as assigned

NONESSENTIAL FUNCTIONS:

- Operates and maintains laboratory instruments and equipment.
- Maintains a clean and safe laboratory environment

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Total synthesis, organic synthesis, process development & scale up
- Handling air sensitive reagents and experiments
- Office productivity software (Word, Excel, PowerPoint, Chemdraw etc.)
- Standard laboratory instruments (analytical balance, pH meter, temperature controlled oven, rotary evaporator, vacuum pump)

KNOWLEDGE, SKILLS, AND ABILITIES DESIRED:

- TLC and HPTLC chromatographic instruments (developing chambers, TLC derivitization instruments)
- SPE equipment (extraction manifold)
- Lyophilization, crystallization techniques
- Experience working in a contract research/manufacturing organization

TRAINING, EDUCATION AND EXPERIENCE:

- BS/MS/PhD in related discipline (chemistry), synthetic organic chemistry preferred
- At least 2-3 years of relevant synthesis experience required
- Chromatography, HPLC, NMR, LC & GC-MS
- Motivated team player with good communication skills
- Able to follow direction with minimal supervision
- Ability to take initiative and develop projects from concept to completion.
- Knowledge and experience with office productivity software
- Ability to meet deadlines

PHYSICAL, MENTAL AND ENVIRONMENTAL CONDITIONS REQUIRED:

- Must be able to communicate effectively with supervisor, other chemists, clients, and upper level management
- Must be able to multitask and manage multiple projects efficiently