

ENTRY OR MID LEVEL CHEMIST JOB DESCRIPTION

Position Title:	Chemist
Employment Status:	Full-Time, Salaried, Exempt
Location:	Beltsville, Maryland
Security Requirements:	Public Trust; Federal Background Investigation
Preference:	Native American Preference, FBIC Veteran Preference

POSITION SUMMARY:

Buffalo Horse Inc. is seeking an Entry to Mid-Level Chemist to support a key customer within the Tobacco Tax Bureau (TTB) Scientific Services Division (SSD). The Scientific Services Division is responsible for supporting the Alcohol & Tobacco Tax and Trade Bureau for the purposes of tax collection and consumer protection. The division has three laboratories: Beverage Alcohol Laboratory (Beltsville, MD), Non-beverage Products Laboratory (Beltsville, MD), Tobacco Laboratory (Beltsville, MD) and Compliance Laboratory (Walnut Creek, CA). The duties would include the evaluation of samples and formulas of the regulated commodities. Current tasks performed by the laboratories include, but are not limited to:

- Product classification and/or analysis for collection of revenue and protecting the public
- Processing of samples or formulas using established ISO 17025 accredited processes or methods
- Review of product formulations
- Providing technical support for the investigation of the illicit sale, production and distribution of alcohol or tobacco products
- Product safety investigations

KEY RESPONSIBILITIES:

The contractor shall perform services including but not limited to the following:

- Keep the supervisor of project status on an agreed upon timeframe
- Perform routine analyses on regulated products using analytical chemistry instruments such as gas chromatograph, liquid chromatograph, atomic absorption, titrimeter, densitometer and various wet chemistry techniques
- Assist chemists on method development projects by preparing standards, reagents and extracting samples
- Enter results of analyses using Laboratory Information Management System (LIMS) database and draft summary conclusions
- Follow all laboratory ISO 17025 accreditation and safety procedures
- Independently operate, calibrate, and acquire data using analytical equipment

- Dispose of waste samples and chemicals
- Adheres to the laboratory protocols for Chain of Custody for investigative and enforcement samples/documents, where applicable
- Performs other routine and non-routine duties as assigned by supervisor

Minimum Requirements

- 4-year degree in an accredited college or university leading to bachelors or higher degree in chemistry, biochemistry, or basic science that included at least 30 semester hours in chemistry
- Superior computer skills, especially, have experience in laboratory databases
- One (1) year experience in operation, calibration and data collection of analytical equipment such as GC, HPLC, GC/MS, and other common spectroscopic and photometric instruments. Experience in any of these techniques is highly desirable
- Contractor personnel with expertise in alcohol beverage and/or food analyses is a highly desirable candidate
- Knowledge of the theories and practices of the organic, inorganic, physical and analytical branches of chemistry
- Skills in applying appropriate analytical methods to regulated products
- Skill in calibrating and operating the instruments necessary to analyze samples assigned
- Ability to clearly and concisely express ideas and facts, both orally and in writing
- Knowledge of safety practices standard for chemical laboratories

JOB TYPE:

- Full-time
- Salaried
- Exempt

BENEFITS:

- Health, Vision, and Dental Insurance
- Company Paid Life, Accidental Death and Dismemberment Insurance
- 401(k)
- Employee Assistance Program
- Paid Time Off
- Paid Holidays

Buffalo Horse, Inc. is a tribally owned corporation established by the Fort Belknap Indian Community (FBIC) for the purpose of providing contract services to federal, state, and private entities.

Buffalo Horse, Inc.'s goal is to develop a self-sustaining economy for the Aaniiih (Gros Ventre) and Nakoda (Assiniboine) Nations through new businesses, job creation, and resource development.