



凯诺科（泰州）药物研发有限公司

实验室主任职位描述

Job Description of Team Leader

职位名称 Title	实验室主任 Team Leader	所属部门 Dept	研发生产部 Production Dept
汇报关系 Report to	研发生产部经理 Production manager	直接下属 subordinates	研究员、助理研究 Chemists, Assistant Chemists
职位概述 (Job Description)	带领组员完成研发项目 Lead team members to finish projects		
<b>岗位职责 Description</b>			
<p>1、人员管理 Man-management</p> <p>a. 负责组员的绩效考核，个人奖项和级别调整的提名； Responsible for performance appraisal of team members, nomination of awards and promotion;</p> <p>b. 负责组员所有研发人员和实验室操作员的工作安排； Responsible for the work arrangement team members;</p> <p>c. 承上启下，将本部门员工的需求和建议传递给公司管理层，同时督促下属员工遵守公司各项规章制度。 Transfer the needs and suggestions of team members to the management of the company and urge subordinates to abide by the rules and regulations of the company.</p> <p>2、项目管理 Project management</p> <p>a. 承接并指导下属完成公司英国研发总部的技术转移并进行中试放大以及商业化生产，主要针对新型手性产品砌块和手性创新药 API 及其核心手性中间体； Undertake and guide subordinates to complete projects technologically transferred from UK parent company, and to do pilot scale-up and commercial production, focusing on new chiral product blocks, chiral innovative drugs API and its core chiral intermediates.</p> <p>b. 指导组员按照公司规范完成项目报告书的写作； Instruct team members to complete project report in accordance with specifications</p> <p>c. 成本控制和最终产品的质量的控制； Responsible for cost control and quality control of final products</p> <p>d. 领导组员完成项目任务，定期召集组内项目讨论，解决研发人员合成中遇到的实际问题，掌控项目进度，更新/汇报项目进展。 Lead team members to complete project tasks, regularly convene project discussions within the team, solve practical problems encountered in</p>			



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<p>synthesis process , control project progress, and update/report project progress.</p> <p>3、实验室管理 Laboratory management</p> <p>a. 作为实验室安全卫生总责任人，全面负责实验室安全卫生环保工作； Fully responsible for laboratory safety, hygiene and environmental protection.</p> <p>b. 分解实验室各项工作，并指定各项工作托管人员及其责任。 Decompose laboratory work and assign tasks and confirm responsibility.</p>
<p><b>任职要求： Requirements</b></p>
<p>1、 有机化学、药物化学及相关专业硕士毕业，工业界研发背景优先； Mater in organic /medicinal chemistry with experience in industrial laboratories and strong R&amp;D background preferred;</p> <p>2、 优秀的管理团队能力，勇于承担责任，并能够积极地调动组员的工作积极性； Excellent ability of team management, and being able to actively mobilize team members' enthusiasm and potentials;</p> <p>3、 具有扎实的专业知识和较强的解决问题的能力，能够熟练的使用英文查阅文献，用中英文撰写项目报告； Strong professional knowledge and problem-solving ability, proficient in using English to consult documents and write project reports in both Chinese and English</p> <p>4、 有强烈的责任心，创新意识和较强的团队合作精神，对有机合成有浓厚兴趣。 Strong sense of responsibility, innovation and teamwork, strong interest in organic synthesis</p>