



## JOB DESCRIPTION

### Organic Synthesis Chemist

#### Job Duties

- Synthesis of compounds or study of new synthetic route.
- Design proper producing process, and start project after approved by supervisor.
- Overcome synthetic problems by making appropriate modifications of reaction conditions under minimal supervision
- Keep accurate, legible and complete records of all experiments on a timely basis.
- Documentation and categorization of experimental records and related materials.
- Handle laboratory equipment and supplies safely and effectively.
- Work within safety guidelines
- Keep laboratory clean. Tidy up all the equipment and materials after finishing lab tasks.
- Maintain sufficient stock of chemicals and supplies to perform lab experiments.
- Do not reveal confidential company information. Do not disclose technical data to others without the authorization.
- Provide technical support to sales and sourcing team.
- Adhere to stated policies and procedures relating to health and safety, and quality management.

#### Requirement

- Bachelor or above degree in synthetic organic chemistry or medicinal chemistry.
- More than two years work experience on organic synthesis.
- In-depth understanding of modern synthetic organic chemistry and solid experimental laboratory skills. Previous experience with preparation of novel chemical structures or optimization of synthetic route for scale up is highly desired.
- Candidates must be good team player. Strong capability of reading and understanding literatures written in English is highly desired
- Knowledge of MS Office, ability to type and competent use of word and excel

## 职位描述

### 有机合成研究员

#### 工作职责

- 进行化合物合成、新合成路线及工艺的研究探索
- 拟定试验方案、设计合理的试验工艺路线，上报主管领导审批后落实试验。
- 在相关人员的协助下，分析解决实验过程中遇到的问题
- 清晰完整地完成实验记录，实验报告
- 中英文文献资料和试验记录整理归纳；
- 爱护试验仪器设备，做到定期维修保养并妥善保管，确保试验仪器正常完好、量值准确。
- 安全使用试剂、设备等，谨遵实验管理安全制度
- 试验结束后，清理现场卫生，整理安放好试验仪器及试验资料，保持整洁文明的工作环境，做到干净卫生、安全可靠。
- 维持充足的化学试剂、试验器材，满足试验需求。
- 严守企业秘密，不得将试验技术资料随意外传。
- 为销售采购部门提供技术支持。
- 遵守安全及质量相关法规及流程

#### 任职要求

- 有机合成专业或药物化学专业，本科及以上学历
- 具有至少2年以上有机合成相关工作经验。
- 扎实的有机合成理论知识和实验操作能力，对新药研发和工艺优化有相当的了解；有新化合物合成研究或者工艺研究的工作经验。
- 有团队合作精神，能熟练阅读理解英文文献资料。
- 熟悉Word、Excel和PowerPoint等办公软件