

Blacksburg Location
2001 Kraft Drive
Blacksburg, VA 24060



Radford Location
20 Corporate Drive
Radford, VA 24141

Risk Coordinator

TechLab, Inc. develops, manufactures, and distributes medical diagnostic tests. Our company places emphasis on science and collaboration with Universities. We are looking to add a **Risk Coordinator** to our team.

An employee in this position can expect to perform the following duties:

- Provide efficient completion of projects according to priority status
- Initiate and facilitate completion of Risk Team technical documents including Risk Management Plans, Risk Management Inputs, Preliminary Hazard Analysis (PHAs), and Failure Mode and Effects Analysis (FMEAs)
- Coordinate intra- and inter-departmental review of risk management documents
- Maintain product Risk Management Files
- Support subject matter experts and Risk Team in development and implementation of risk controls
- Report risk management concerns to the Risk Team
- Scheduling of interdepartmental Risk Team meetings
- Interact with other TECHLAB personnel and external consultants in a professional manner
- Attend risk management conferences, workshops, or training opportunities

Tools and Equipment Used

Microsoft Office Suite (Including Excel, Word, and Visio)
Project Management software (Hive or equivalent)
Video Conferencing platforms (Zoom, teams, etc.)

Job Context

TECHLAB maintains a climate-controlled environment for the Risk Coordinator with brief periods in unconditioned spaces and low humidity or cold room environments. The employee may work in laboratories where human and animal pathogens are studied under accepted biohazard protections. A Risk Coordinator can expect to work a minimum of 40-hours per week. Overtime is occasionally necessary with or without advance notice. Standard company hours are 8:00am to 5:00pm, but the employee may qualify for flextime scheduling at the employer's discretion. The Risk Coordinator can qualify for up to 99% remote work with occasional work-related trips being scheduled on an as needed basis to satisfy job responsibilities and project goals. The employee must lift 10 lbs.

Minimum Qualifications

High School Diploma and quality risk management training + 6 years of experience in life science or quality

Associate's Degree or RN + 4 years of experience in life science, risk management or quality

B.A. or B.S. + 1 year of experience in life science, risk management or quality

TechLab offers a competitive salary with excellent benefits. Interested candidates should send a resume to **careers@techlab.com** or visit our website at **www.techlab.com/about/careers/**

Blacksburg & Radford Virginia EOE.