PUNJAB AGRI EXPORT CORPORATION LIMITED (PAGREXCO)

JOB DESCRIPTION – MICROBIOLOGIST

Position: Microbiologist
Location: Abohar, Punjab
Reporting To: Manager- Quality

1. Job Purpose

The Microbiologist shall be responsible for microbiological testing, laboratory hygiene, environmental monitoring, sample handling, documentation and reporting of microbiological results to support food safety and quality assurance at the plant.

2. Educational Qualification

M.Sc./B.Sc. in Microbiology, Food Microbiology, Biotechnology or an equivalent relevant discipline from a recognized institution.

3. Experience

2-3 years of experience in a food-processing laboratory, quality control laboratory or microbiology laboratory shall be preferred.

4. SAP / ERP Competency

Working knowledge of SAP/ERP systems relevant to laboratory, quality, material or production records shall be an added advantage. Candidates having practical exposure to SAP-based quality documentation or reporting shall be preferred.

5. Key Responsibilities and Duties

1. Conduct applicable microbiological tests including Total Plate Count (TPC), Yeast & Mould (Y&M), Coliform, E. coli and other specified parameters as per approved procedures, specifications and sampling plans.
2. Prepare culture media, reagents, buffers, dilutions and test solutions required for microbiological analysis.
3. Carry out media sterilization, sterility checks and performance checks as prescribed in laboratory procedures.
4. Maintain laboratory hygiene, cleanliness and good microbiological practices and ensure proper handling of microbiological samples.
5. Carry out environmental monitoring, surface/swab testing, air monitoring and hygiene verification as per the approved schedule, wherever applicable.
6. Collect, receive, identify, label and test samples of raw materials, in-process materials, finished products, water and other materials as applicable.
7. Ensure samples are handled, stored and preserved under appropriate conditions to maintain test integrity.
8. Record, verify and report test results accurately and within the prescribed turnaround time.

9. Maintain laboratory registers, worksheets, test reports, culture records, media preparation records, environmental monitoring records and other required documentation.
10. Ensure proper handling, storage, identification and disposal of microbiological cultures, contaminated materials and laboratory waste in accordance with approved procedures.
11. Support QA/QC activities including investigation of microbiological deviations, non-conformities and trend analysis.
12. Carry out ETP monitoring and other assigned microbiological/quality-related testing and activities.
13. Immediately report abnormal results, out-of-specification results, contamination, unusual observations or other non-conformities to the concerned superior.
14. Assist in root-cause analysis and corrective/preventive actions relating to microbiological deviations.
15. Ensure proper calibration/verification status and appropriate use of laboratory equipment and instruments.
16. Maintain adequate stock and proper storage of media, reagents, consumables and laboratory supplies.
17. Follow laboratory SOPs, biosafety practices, food safety requirements and applicable quality standards.
18. Assist during internal, external, customer and regulatory audits by providing relevant laboratory records and technical information.
19. Participate in training, hygiene verification and continuous improvement activities related to microbiology and food safety.
20. Perform any other laboratory, microbiological, quality or food-safety-related duties assigned by the competent authority.

6. General Responsibilities

- Maintain professional conduct, discipline and confidentiality in all matters relating to the Corporation.
- Coordinate effectively with concerned departments and officers for smooth functioning of the assigned area.
- Comply with applicable Corporation policies, SOPs, statutory requirements, safety requirements and instructions issued by competent authority.
- Maintain accurate records and submit reports/returns within prescribed timelines.
- Use Corporation resources responsibly and contribute towards operational efficiency, cost control and continual improvement.
- Perform any other duties and responsibilities assigned from time to time by the competent authority.

7. Core Competencies

- Microbiological testing
- Laboratory discipline
- Analytical accuracy
- Food safety awareness
- Documentation and reporting
- Root-cause analysis
- Attention to detail

Performance Expectations

- The incumbent shall ensure timely completion of assigned responsibilities and maintain accurate, auditable records.
- The incumbent shall promptly escalate matters that may affect quality, production, safety, statutory compliance, security or Corporation property.

- The incumbent shall work collaboratively with concerned departments and comply with all applicable Corporation policies, SOPs and instructions.
- The incumbent shall contribute to continual improvement, efficiency, discipline and achievement of organizational objectives.