**Collaborative Testing Services, Inc.**

**Forensics Program Coordinator**

**Job description**

Our company is seeking a detailed-oriented individual for a position as a Forensics Program Coordinator. Responsibilities include the planning and production of forensic proficiency test samples, the analysis of client results, and the creation of reports. This is a full time, exempt position.

Collaborative Testing Services (CTS) is a small, employee-owned private company located in Sterling, Virginia that has operated interlaboratory testing programs for a variety of industries since 1971. Our clients include forensics, metals, polymer, agriculture, wine and forest product laboratories from more than 100 countries. CTS sets the standard for interlaboratory programs and serves a vital role in helping laboratories demonstrate the reliability of their test results. CTS is not a laboratory and the position does NOT require laboratory benchwork. Instead, we “test the testers.”

**Position Responsibilities:**

* Plan and coordinate production activities for a variety of tests following CTS’ quality system
* Manage client data including review/analysis of statistical results
* Produce and disseminate client reports
* Attend technical meetings, educational opportunities, and trade shows as a vendor
* Work regularly with customers
* Research and develop new proficiency tests
* Travel domestically (2-4 times per year)

**Qualifications:**

* Minimum of a Bachelors of Science in Forensic Science
* Education/Experience in the Forensic field is strongly desired
* Strong attention to detail and the ability to review and analyze data
* Ability to understand technical information
* Self-motivation and the ability to work independently
* Strong customer service and written/oral communication skills
* Familiarity with laboratory accreditation or quality assurance systems is also beneficial

The position carries a comprehensive benefits package (medical, dental, paid time off, retirement). We have been 100% employee-owned (ESOP) for more than 15 years and provide a profit incentive bonus program.

**To Apply:**

Please submit your resume and a cover letter stating the reasons for your interest in the position and explaining what skills or experiences make you qualified for this job to fsjobs@cts-interlab.com.

Job Type: Full-time

Salary: $50,000.00 - $65,000.00 per year

Benefits:

* Dental insurance
* Health insurance
* Paid time off
* Retirement plan
* Tuition reimbursement
* Vision insurance

Schedule:

* Monday to Friday

COVID-19 considerations:

All new employees are to be vaccinated.

Ability to commute/relocate:

* Sterling, VA 20166: Reliably commute or planning to relocate before starting work (Preferred)

Education:

* Bachelor's (Preferred)

Work Location: Hybrid remote in Sterling, VA 20166