

Lab Assistant/Content Support Specialist

This is a split position between the MONQ product development lab and the content team. Duties will be split according to company needs, with roughly 60% in the lab and 40% supporting content development initially.

Lab duties may include but are not limited to:

- Product handling, including preparing product for shipment and manufacture
- Product blending, production, QA/QC
- Lab and equipment maintenance and sanitation
- Inventory management
- Data entry and management

Content support duties may include but are not limited to:

- Creating SDS sheets
- Copywriting, editing, and fact-checking blog posts
- Blog maintenance, including
 - Search engine optimization
 - Updating blog posts, ads, and collateral

Preference will be given to individuals with the following skills and/or experience:

- Strong writing and editing skills (a writing sample and/or editing test may be required)
- Math proficiency, including the ability to convert measurements between standard and metric units, scale recipes by a fixed amount or percentage, etc.
- Background in lab science, particularly chemistry
- Proficiency in G Suite apps, particularly Google Sheets; WordPress; etc.

MONQ is a natural health and wellness company located in Goodlettsville, TN. Because of the entrepreneurial nature of the company this position requires flexibility, curiosity, initiative, and attention to detail. The right candidate will enjoy exploring various roles and responsibilities, be confident working independently but also enjoy collaborating across departments to promote the company's strategic goals and growth.

Due to the nature of this position, physical presence in MONQ's fully equipped lab is required. Content support projects may be accomplished remotely with the supervisor's approval.

Physical limitations/requirements:

The lab work is physically demanding and requires standing for up to 4 hours and occasional lifting of materials up to 60 lbs.

Lab safety protocol must be followed, to include wearing appropriate attire and PPE, such as face masks/shields, safety goggles, closed-toed shoes, etc.

Compensation DOE