

LOOKING FOR LABORATORY ASSOCIATE FOR ANALYTICAL & CLINICAL LABORATORY

Job Title: Laboratory Associate

Position: Part-Time with Full-Time opportunity

Salary: TBD (upon experience)

Date: August 9, 2018

JOB DESCRIPTION

Summary

The Laboratory Associate is a non-exempt position reporting to a Supervisor or Laboratory Manager. Under direct and constant supervision of licensed personnel, assists with responsibilities associated with routine and specialty clinical testing. Provides general support for the laboratory following established policies and procedures.

Duties

Laboratory Associate activities may include all or part of the following duties:

1. Maintains inventory of consumable items including reagents and supplies, unpacks, logs, dates and stores reagents/supplies upon receipt and properly rotates stock for use.
2. Demonstrates initiative in making suggestions to improve efficiency and productivity and provides consistent feedback.

The following Laboratory Associate duties are conducted under general supervision and control of a licensed Clinical Laboratory Scientist (CLS):

3. Prepares protocols, logs or other appropriate documents for routine and/or special assignments.

4. Organizes and processes clinical specimens accurately. Identifies worksheet, computer and specimen problems and demonstrates ability to either resolve or elevate to licensed personnel appropriately.
5. Enters or transfers printed or written data to the computer for data reduction. Prepares and organizes written data, printouts, and other documents for licensed Clinical Laboratory Scientist review. Tallies workload data and prepares reports as assigned.
6. Enters or transfers printed or written Quality Control and/or Quality Assurance data for review by licensed Clinical Laboratory Scientist review.
7. Prepares testing equipment, assists with preventative maintenance. Reports identified problems to a licensed Clinical Laboratory Scientist.
8. Prepares reagents and controls using automated or fixed volume measuring devices. Maintains complete and accurate records of reagents or media.
9. Assists a licensed Clinical Laboratory Scientist with multiple routine and specialty assays utilizing established procedures.
10. Assists in phase-in reagents according to established procedures. Prepares documentation for licensed scientist review and approval.

Anti-Doping

11. All above duties apply to our anti-doping department and the Laboratory Associate will report directly to the Lab Manager.

To apply for the position, please contact us via email at info@korvalabs.com. Please include your Resume/CV and tell us a little about yourself, along with any relevant laboratory and mass spectrometry experience you have. Although not mandatory, candidate with mass spectrometry experience are strongly encouraged to apply.