

POSITION: Courier**DEPARTMENT:** Administration**JOB SUMMARY**

Transport specimens, documents, slides, etc. between laboratory and client locations.

NATURE AND SCOPE

Report to Business Manager and Courier Supervisor.

A high level of contact with clients is required.

This position description includes only essential functions of the position. This in no way states or implies that these are the only duties to be performed. Employee may be required to follow other job-related instructions and to perform other job-related duties requested by the supervisor.

ESSENTIAL FUNCTIONS**RESPONSIBILITIES**

- Transport specimens, documents, slides, etc. as needed.
- Utilize specimen transportation application on courier phones to ensure accurate delivery of all material.
- Ensure that courier car is kept clean at all times, maintenance is performed as scheduled, and any issues are reported to the courier supervisor.
- Adhere to all corporate policies and procedures and governmental regulations such as HIPAA, CLIA, OSHA, etc.
- Exercise resource management according to department policies.

MINIMUM QUALIFICATIONS**REQUIREMENTS**

- High school diploma or equivalent.
- Must be at least 18 years of age and have a valid driver's license.
- Must have a safe driving history.
- Must consent to driving record verification.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

This position requires lifting up to 40 pounds and the ability to make frequent stops.