

**POSITION:** Laboratory Support

**DEPARTMENT:** Laboratory

**JOB SUMMARY**

Perform all duties assigned by the supervisor or the Laboratory Manager.

**NATURE AND SCOPE**

Report to the Laboratory Manager.

Limited contact with clients required. Contact may be in person or by phone.

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 Laboratory Manager.

**ESSENTIAL FUNCTIONS****RESPONSIBILITIES**

- Perform duties under the direction of the Laboratory Manager or Department Supervisor to prep and process specimens.
- Perform clerical, maintenance, and quality control procedures under the direction of the Lab Manager or Department Supervisor.
- Exercise resource management according to department policies.

**MINIMUM QUALIFICATIONS****REQUIREMENTS**

- High school diploma or equivalent.
- Laboratory or medical experience preferred but not required.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

This position requires accuracy and attention to detail.

Must observe strict safety precautions when handling biological specimens and chemicals.

Must be able to lift approximately 25 lbs.

Must maintain clean work area.