

# Sample Management Associate



Department: Quality Assurance

FLSA Status: Non-Exempt

Reports to: Review and Investigations Manager

Location: 110 Terry Drive

## **BASIC FUNCTION:**

Sample Management Associate provides support to Sample Coordinator and performs administrative tasks in the Sample Management Department. Follows SOPs, and fulfills laboratory requests with minimum direct supervision.

## **JOB RESPONSIBILITIES:**

- Performs duties and training to acquire the skills required for sample and standard handling in support of the laboratory.
- Handling of samples received in Quality Control Laboratory.
- Follows SOPs, and fulfills laboratory requests with minimum direct supervision.
- Quality Control related tasks like receiving, documenting, distributing and reconciliation of all samples received in the laboratory.
- Maintain sample/standard tracking and complete all required documentation and tracking clearly and accurately according to SOP.
- Handling and managing Laboratory reagent and chemicals as required.

## **ESSENTIAL JOB REQUIREMENTS AND QUALIFICATIONS:**

- Associates Degree/Certification/Diploma in a laboratory science, or a B.S. / BSc / B.A. degree with no previous industry experience.
- Non-degreed (High School or equivalent) with a minimum of 2 years' experience with inventory handling/tracking or in a laboratory setting.
- Ability to read, identify, transcribe, and communicate details accurately.
- Ability to perform daily work assignments accurately, timely and in a safe manner with moderate supervision.
- Must be able to multi-task and work in a fast-paced environment.
- Self-motivated & exceptional organizational skills.
- Ability and willingness to work cooperatively with others.
- Knowledge of Microsoft Office products and telephone protocol.
- High degree of discretion dealing with confidential information.
- Ability to communicate sample/standard status to supervisor and laboratory staff.
- Manage time effectively to complete assignments in expected period.
- Ability to communicate effectively and follow detailed written and verbal instruction.
- Ability to train on SOPs, regulatory guidelines, and storage requirements.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is required to walk, sit, and use hands to finger, handle or feel tools or controls, reach with hands and arms, balance, stoop, crouch, bend, talk and hear. The employee must lift and/or move up

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to 20 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, and depth perception.

The job demands here are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job description is not intended and should not be an exhaustive list of all principal job elements essential for recruitment and selection, for making fair job evaluations and for establishing performance standards. The percentage of time spent performing the various job duties is not absolute. The incumbent, who has the right to amend, modify, or terminate this job in part or in whole. This document is not a contract for employment.