



NORTHEAST LABORATORY SERVICES

Job Description

Job Title:	SAMPLE ROOM TECHNICIAN
Department:	Sample Room & Microbiology Lab
Reports to:	Laboratory Technical Director
Schedule:	Monday – Friday 8:00 am-5:00 pm
FLSA Status:	Non-exempt

Summary of Duties & Responsibilities

Responsible for sample handling and receipt of client samples in the Winslow Laboratory's sample room. Responsibility includes receiving, accepting custody, and accepting samples via walk-in customers, courier services, and various postal carrier services. Sample acceptance includes evaluation of condition of samples, assigning Laboratory identifier labels, and registering the sample for testing orders within the Laboratory Information Management System. Issuing of client reports and providing general customer service a daily must.

Essential Duties & Responsibilities

- Must be proficient with computers; strong typing skills a must (accuracy, precision, and speed).
- Performs login activities to ensure that accurate and timely information is provided to the laboratory; assures that all login functions are performed in accordance with standard operating procedures and client's data quality objectives.
- Performs glassware cleaning as needed - washing of agar/media bottles for Laboratory reuse and recycling program.
- Performs sample routing (dispatch to Laboratory) to assure hold times are met.
- Performs material shipments for sample collection procedures: including bottles, coolers, swabs, etc.
- Performs transfer and tracking of subcontracted samples to ensure that project requirements and turnaround times are met.
- Assists in the preparation of project plans for clients and communicates project status to customers.
- Assists in the maintenance of NEL's quality system through the maintenance and production of spreadsheets and graphs for the analytical division. Practices project coordination with regard to customer satisfaction and the maintenance of NEL's quality system.
- Identifies QC problems at container/chain of custody level and takes corrective action.
- Ensures friendly and positive interactions between customers and staff and communicates project requirements to the laboratory management and staff.
- Ensures that all procedures and activities are carried out with customer satisfaction as a priority.
- Assists with unboxing, receiving, preparation, and (as needed) analysis of samples daily.
- Available to assist in the Laboratory for cleaning and preparatory labor.
- Performs additional duties as required or requested, in accordance with established safety guidelines.

Physical Demands:

Must be able to lift 30 lbs.

Supervisory Responsibilities:

This position has no supervisory responsibilities.

Minimum Qualifications:

Education: High School Diploma or GED; proficient computer skills.

Experience: Experience with computers and/or laboratory environment a plus.

Other: Good communications, organizational and computer skills.

Familiarity with analytical/laboratory nomenclature and knowledge of such procedures helpful.