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# Example of Animal Job Description

Our innovative and growing company is looking to fill the role of animal. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for animal

* Trains users to submit requests for animal and protocol transfers
* Print out cage cards and animal receiving sheets as requested
* Assist with inventory of animal cages (bar code scans) and supplies as requested
* Review and update Standard Operating Procedures (SOPs)
* Make a monthly trip to Phoenix Biomedical Campus (PBC) to transfer animals and supplies as needed by UAC staff and animal users
* Serves as back-up to the Animal Procurement Associate Buyer, which would include placing and tracking approved-source animal orders/requisitions for all University investigators, reviewing weekly incoming animal list, reviewing room sheet information for accuracy, and reviewing health reports for incoming animals
* Uses UAccess Financials to process purchasing transactions
* Greets visitors, determines nature of business, directs to appropriate office/person, and notifies appropriate person of visitor’s arrival, answers inquiries and provides factual information verbally or by giving visitor relevant literature
* Answers telephone, giving name of work unit, directs caller based on nature of call to appropriate office/person or takes message from caller, answers inquiries and provides factual information pertaining to work unit verbally or by sending relevant literature through e-mail
* Provides customer service for procurement and front office customers

## Qualifications for animal

* An awesome team
* Must be able to become PAACO Certified
* Bachelor’s degree in related area (Animal Science, Poultry Science)
* Full knowledge of disinfection, sanitation, and cleaning agents
* Thorough knowledge of husbandry/handling/restraint techniques
* Proficiency in the care and handling procedures for murine models of disease cancer or autoimmunity models