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# Example of Laboratory Supervisor Job Description

Our innovative and growing company is looking for a laboratory supervisor. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for laboratory supervisor

* Supervises maintenance of equipment and assigned calibration activities
* May interface with accounting to resolve billing issues (POs, test codes, lot numbers, sample numbers, quantity)
* Generates price quotes as requested by Customers
* Ensure that samples to be tested are properly prioritized for testing
* Insure that proper documentation for quotation for services requested, acceptance of quotation by client and delivery of quoted service results are filed for potential auditing purposes
* Be responsible for the overall supervision of the Cytogenetics Lab
* Prioritize overall activities of area to meet departmental goals, assigns/delegates work to staff, anticipates impact of special/emergency requests
* Ensure adequate coverage at all times
* Respond to questions/problems raised by staff to ensure timely completion of work
* Establish work schedules and priorities to ensure that work flow is controlled and meets the needs of the department and ensures delivery of quality service

## Qualifications for laboratory supervisor

* Ability to safely handle potentially infectious patient specimens, carcinogenic substances, odorous and other hazardous materials
* Minimum BA/BS degree and 5 years experience in the medical device industry
* Laboratory personnel must regularly lift or move up to 10 pounds and occasionally lift or move up to 50 pounds
* Expert in Corporate Policies QP 8.2-03 Pathogen sampling and testing
* Review workflow and policies and procedures to most effectively meet the mission of the department
* Monitor staff compliance with department and Center standards, policies and procedures intervening when necessary to assure adherence