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# Example of Laboratory Supervisor Job Description

Our company is growing rapidly and is looking to fill the role of laboratory supervisor. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for laboratory supervisor

* Ensures daily production deadlines and quality standards are met through appropriate management of available resources
* Maintains up-to-date SOP and Procedure Manuals
* Works on issues where analysis of situation or data requires a review of relevant factors
* Receives assignments in the form of objectives with goals and the process by which to meet the goals
* Perform timely and accurate analysis of samples to meet customer commitments
* Understand and follow Quality System documents relevant to responsibilities, , Quality Manual, Standard Operation Procedures (SOPs), and Test Methods
* Perform microbiological testing on client samples using appropriate instruments and techniques
* Maintain a neat and accurate record system
* Assist laboratory staff in making sure that analytical work done under quality system requirements
* Review and evaluate test data generated within assigned area of responsibility for technical accuracy, SOP and test method compliance

## Qualifications for laboratory supervisor

* Review annually the performance of personnel that report directly to this position and provide written reviews to the Business Unit Manager for approval
* Perform bacterial/mold culture identifications as requested
* Communicates to the staff, the organization’s mission, vision, values and operational goals
* Maintains department operating budget
* Bachelor's degree in medical technology, clinical laboratory science, microbiology, or chemistry
* 5 years of laboratory medicine experience, at least two years of supervisory/ administrative experience