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# Example of Media Assistant Job Description

Our company is growing rapidly and is looking to fill the role of media assistant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for media assistant

* Enter all QC information into LIMS and review for accuracy
* Deliver media to appropriate labs in a timely manner
* Perform media pH's after autoclaving and record
* Ensure that positive and negative controls samples are provided to microbiology for all media
* Complete all necessary QC records when Masterclave and AES dispensing equipment is used
* Remove expired media from shelves and properly dispose of the containers
* Deactivate media no longer available for use (not expired)
* Take a daily inventory of all media to be made utilizing minimum quantity guidelines
* Take a weekly inventory of all media supplies and ensure that the Purchasing coordinator is provided an order list
* Autoclave media at required parameters using proper PPE and fill in Autoclave Record Logbook

## Qualifications for media assistant

* Ability to multitask and prioritize workload responsibilities
* Ability to recognize problems and come with sound solutions
* Diligent, self-motivated and able to follow up and report back on assignments
* Execute the efficient organization of the media and lighting laboratories
* Experience of working in a media research agency environment is an advantage, but not essential – more important is an interest in research, sport, brands and people
* Experience of media monitoring/global TV analysis