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# Example of Medical Laboratory Assistant Job Description

Our company is looking for a medical laboratory assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for medical laboratory assistant

* Performs clerical tasks such as inventories and requisitions supplies and materials
* Performs clerical work and computer functions, including computer print jobs
* Prepares and transports specimens to the testing laboratory (including reference laboratories), ensuring specimen integrity
* Acts as primary liaison between patients, physicians, general public and the laboratory
* Performs other related jobs as required and directed, for example data collection, special assignments
* May prioritize, schedule, assign and monitor work to optimize operational service
* Maintains animal which includes feeding, watering, sexing and breeding the subjects
* Responsible for receipt and verification of histology blocks
* Opening packages, storing slides
* Answering phone calls when necessary

## Qualifications for medical laboratory assistant

* Preference for experience with patient population
* Knowledge and understanding of infection control and aseptic technique required
* Demonstrates skills in organizing and prioritizing required
* Greets visitors, manages in-coming and out-going telephone calls, processes lab orders, provides patient specimen collection instructions
* Performs the responsibilities of specimen processing to maintain efficient laboratory operations
* Monitors specimen collection accuracy and executes corrective action and documentation when specimens are compromised