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# Example of Processing Tech Job Description

Our company is hiring for a processing tech. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for processing tech

* 1 In compliance with Standard Operating Procedures (SOPs), responsible for collecting plasma samples and moving plasma units to freezer to ensure product quality
* Work area is well maintained ie
* PPE, appropriate for task being performed in the Instrument Room, is used ie
* Appropriate use of reporting mechanism ie
* Receives, accessions, and tracks specimens in the department's information system(s)
* Verifies accuracy of collected specimens against orders
* Prepares specimens for testing or shipment to external laboratory
* Disposes of specimens according to policies and procedures
* Performs clerical tasks as necessary or assigned, including answering calls and entering data
* Positively influences the behavior of others

## Qualifications for processing tech

* One year previous experience in Central Sterile and/or scrub experience preferred
* ORT, CST or LVN preferred
* Minimum of 1 year of experience with accessioning, data entry, and specimen collection
* Ability to type at a minimum of 5000 key strokes per hour is required
* Must be able to read and understand scientific and complex directions
* Ability to follow lab safety practices when working in the freezer or with hazardous materials