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# Example of Processing Tech Job Description

Our company is hiring for a processing tech. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for processing tech

* Perform data entry and tracks specimens
* Maintain specimen handling and testing supplies
* Perform proper disposal of specimens
* Specimen Processing and/or lab experience preferred
* Coordinate on time preparation of equipment needed with next day scheduled procedures
* Other duties as assigned by manager/supervisor staff
* Maintains specimen handling and testing supplies as necessary to ensure an adequate inventory
* Delivers sterile/processed items to the appropriate departments
* Assists co-workers as a team member to accomplish job duties
* Participates in unit/hospital/community and professional/educational activities, including department staff meetings

## Qualifications for processing tech

* Need to walk and assist with transporting, obtaining and distributing supplies and equipment
* May be expected to stand in a stationary position with person protective equipment for an extended period of time
* Employees must be legally authorized to wrok in the United States
* This position is subject to the International Traffic in Arms Regulations (ITAR) which requires a US person status
* Minimum 3 months experience working in Aerospace Fastening Manufacturing
* Must attend a minimum of six Departmental in-services each year