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# Example of Sample Technician Job Description

Our company is searching for experienced candidates for the position of sample technician. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for sample technician

* Set up, program and operate all conventional tool room equipment
* Set and machining of components
* Set up and perform mechanical assembly operations
* Perform measurements of components and assemblies to ensure prototypes meet design / drawing specifications
* Ability to diagnose and resolve process, component and assembly quality issues
* Construct simple tools and fixtures necessary in the fabrication of prototypes
* Working with the data validation, procedures/processes, requests and shipments concerning R&D samples
* There will be data entry into logistics, quality and regulatory systems
* This requires a high level of concentration and very good attention to details, high level of data security and high ethical standards are a must
* Day-to-day tasks and project work a possibility

## Qualifications for sample technician

* Basic computer knowledge and be able to perform mechanical procedures that require some physical strength
* Seek out their direct supervisor if they are unsure of any job duties or tasks as per the structure shown in the organizational chart
* The incumbent should be familiar with data handling and data entry and have experience with database management (LIMS systems preferred)
* The incumbent must be able to communicate effectively with supervisors, trainers, principal investigators, program officers and other staff in a laboratory environment
* Bachelor of Science Degree in Chemistry or related science
* Critical thinking and ability to trouble shoot moderately complex problems