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# Example of Supervisor, Lab Job Description

Our innovative and growing company is searching for experienced candidates for the position of supervisor, lab. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for supervisor, lab

* This is a fast-paced position requiring exceptional organizational and communication skills and the ability to multi-task
* Primarily first shift but hours may vary to accommodate the needs of a 24/7 laboratory operation
* Certification in Medical Technology or Medical Laboratory Science by American Society of Clinical Pathology
* Bachelors or Masters in clinical laboratory science, medical technology, or chemical, physical or biological science
* Graduate degree in business, finance or management
* Two (2) years of experience in a clinical laboratory
* Evaluate departmental staffing needs
* Prioritize workload of assigned group
* Provide technical and managerial leadership to technicians in the UPG Heat Lab
* Supervising the lab operations of the Constitutional Blood Cytogenetic Department, including accurate delivery of patient results, competency assessments, continuing education, and positive morale of laboratory staff

## Qualifications for supervisor, lab

* Regularly assess the condition of equipment in the laboratory
* Place inventory orders and acknowledge all inventory received by the laboratory to ensure that supplies received are complete, are in acceptable condition and meet quality standards
* Review shift reports for all shifts and all departments
* The Laboratory Supervisor is responsible for adherence to all policies within the Laboratory Department, participates in the hiring of lab employees and in the correction action process per employee handbook
* The Laboratory Supervisor is responsible for workplace safety
* The Laboratory Supervisor is responsible for completing any assignments from the Lab Director on time