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# Example of Support Assoc Job Description

Our company is growing rapidly and is looking to fill the role of support assoc. 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 support assoc

* Request and track per diem in accordance with company policy
* Collects and enters into appropriate system all shift reports and equipment utilization
* Send out payroll hours to the team weekly for verification before payroll close
* Set up new client contracts and PO’s within the HydrochemPSC systems
* Track project PO status and update management on project spend
* May assist with orientation of new employees to department processes, procedures, practices and policies
* Assist with drug screening program implementation
* Assist with coordination of training, travel, and transport as needed
* Performs basic laboratory tests on the premises within Point of Care Testing (POCT) standards, maintains refrigerator and QC logs as appropriate
* Assists with the collection of and prepares laboratory specimens according to health system standards

## Qualifications for support assoc

* Ability to remain flexible with changing deadlines
* Good eyesight, dexterity, and fine motor skills
* One year experience in manufacturing
* Education and training beyond high school Preferred
* Experience in the Information Technology field supporting inbound customer requests over the phone
* Previous experience utilizing ticketing system (Zendesk a plus)