



Example of Lab Assistant Job Description

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Our growing company is looking to fill the role of lab assistant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for lab assistant

- Primarily responsible for assisting in glassware preparation and maintaining the overall cleanliness of the laboratory
- Maintains accurate, detailed device history records and any associated documentation for specific Laboratory equipment in accordance with SOP's in a timely manner
- Maintains work station and laboratory in a clean and orderly manner
- Gathering and organizing samples to be sent out for testing at another site
- Filing department QA/QC paperwork
- Manufacture of microbiological culture media, agar, and sterile water
- Responsible for general lab maintenance including but not limited to washing glassware, processing lab waste, and keeping an inventory of lab supplies
- Be responsible for the accurate and timely pre-analytical functions of specimen receipt
- Maintain up-to-date knowledge of and competency with numerous federal, state and other regulatory body compliance and safety regulations
- Perform complex job functions evidenced by the use of multiple tasks and computer applications

Qualifications for lab assistant

- Knowledge of lab terminology and equipment
- 1+ year of experience in a Hospital, Commercial Lab or Blood Bank
- Phlebotomy course / certification or completion of a Medical Assistant course

- Knowledge of hazardous waste characteristics, hazardous waste volume generation limits, accumulation limits, spill control measures, record keeping, proper handling and container management, labeling, container and storage inspection
- Prior experience as a Lab Assistant