



# Example of Lab Assistant Job Description

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Our company is looking for a lab assistant. 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 lab assistant

- Perform routine maintenance on laboratory equipment
- Assist with equipment maintenance according to laboratory procedures
- Wash, dry, and sterilize glassware using an autoclave
- Perform routine maintenance of glass-washing and other lab equipment
- May assist with some basic sample preparations required to carry out various analyses
- Cleans and maintains all glassware according to Standard Operating Procedures SOPs
- Informs supervisor of equipment needs and other supplies required to avoid interruptions in testing schedules
- Informs supervisor of broken or deteriorating equipment
- Follows established safety and CGMP's at all times
- Reports all safety hazards immediately to supervisor

## Qualifications for lab assistant

- CPI class will be completed within 90 days of hire and every other year thereafter
- Multi-taker
- Demonstrated experience with common computer software packages (Windows, MS Office, etc)
- Associate Degree Chemistry (or equivalent from two-year college or technical

- Bachelor or college education background with chemistry or chemical related major is a plus
- One or two years working experience with Microsoft application like excel/word/PPT