



Example of Lab Assistant Job Description

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Our company is hiring for a lab assistant. 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 lab assistant

- Prepare the laboratory for class, secure equipment after class and set up and disassemble laboratory experiments
- Performs and documents preventive maintenance on laboratory equipment used
- File and retrieve microscope slides using the slide storage system
- Scan documentation into computer document management system
- Safely dispose of expired specimens including blood and bone marrow according to established process
- Prepare and label specimens to be placed in temperature-specific storage (for refrigeration, freezing, or cryopreservation)
- Follow established sample tracking procedures for all incoming and outgoing samples
- Collect and dispose of biohazard waste according to safety protocols
- May participate in training of new employees as assigned
- Assists with answering the phone

Qualifications for lab assistant

- Good learning attitude, team work spirit and work under pressure
- Completed of 6 week Accredited Clinical Phlebotomy training program
- Working with biological materials at various temperatures
- Process specimens utilizing the applicable IT systems and reviews information

- Maintains data entry requirements and follows policies and procedures, reporting needed changes
- Maintains customer confidentiality and protects PHI