



Example of Lab Associate Job Description

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Our company is hiring for a lab associate. 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 associate

- Present data at local and international scientific meetings
- Attend and participate in journal clubs and meetings
- Train and supervise graduate and undergraduate students
- Build and manage relationships with vendors to support all aspects of planning, procurement, production management/scheduling, and fulfillment
- Partner with our 3PL to oversee warehouse management, logistics and returns management for omni-channel distribution
- Assist in the on-boarding and compliance of new customers and sales channels
- Work with operations team, brand managers and marketing to analyze demand and predict inventory needs using forecasting models and other operational variables that impact key company metrics
- Process vendor invoices including recording and tracking costs to effectively control budget and facilitate procure-to-pay process across internal business functions
- Record and streamline back-end operational processes including order to cash flow, returns and refund processing, fraud prevention, repairs and warranty
- Define and track KPIs across functional areas, own operational metrics related to vendor and inventory performance

Qualifications for lab associate

- Work is primarily in a laboratory environment and may include some work in office environment to include cubicles and/or in and around shipping/receiving docks, stock rooms, and storage locations
- This position is regularly required to talk, hear, stand, sit, walk, reach and pull with hands and arms
- Work includes standing on your feet for the majority of each shift
- Associate is regularly required to climb or balance, stoop, kneel, crouch or crawl
- Personal protective equipment must be worn to include lab coats, safety gloves, and safety glasses