

Example of Lab Specialist Job Description

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Our growing company is looking to fill the role of lab specialist. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for lab specialist

- Design tailored solutions together with Account Managers, Product Specialists, Application Specialist, and IT
- Ensure that all administration is completed in a timely and accurate manner, and guarantee the activity reporting at the CRM (Clarify) software and appropriate escalation of product issues to Dubai management center, and ensure that all administration is completed in a timely and accurate manner
- Responsible for the timely entry and resolution of test order issues(s) or physician enrollment issue(s) for the client to facilitate timely and accurate test ordering
- Conducts all assigned job duties in a timely and productive manner
- Meets required metrics as determined by supervisor
- Ensure effective operation of all laboratory equipment and serves as point of contact for instrument repairs
- Plans, organizes and provides oversight of raw material testing performed, including contract testing laboratories, vendors and warehousing
- Communicates with Quality Assurance and Materials Management departments to ensure on-time delivery of test results and issuance of CoA
- Ensures raw material standard operating procedures are kept-up-to-date with manufacturer's operating manuals and recommendations
- Responsible for the revision or development of new material specifications

Qualifications for lab specialist

- Colorado Surgical Assistant License upon hire, preferred

- Overtime and working extended hours may be required to support the operational needs of the lab
- Occasionally required to wear personal protective equipment
- Overtime and working extended hours may be required to support the operational needs of the laboratory
- Assists in the creation of new standard operation procedures for raw materials