



Example of Laboratory Associate Job Description

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Our innovative and growing company is searching for experienced candidates for the position of laboratory 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 laboratory associate

- Schedules and maintains records of equipment and facility
- Stays abreast of industry technology and requirements
- Performs assays and prepares proper documentation
- Organizes laboratory supply, media and reagent shipments
- Participates in data review
- Manage the warehouse inventory using computerized materials management information system
- Create and maintain min/max levels within NetSuite, to ensure stocking of materials, supplies and reagents with appropriate back-ups
- Maintain equipment and make sure all calibration is up to date, primary POC with vendors for procurement, installation and repair of instrumentation
- Coordinate for all team members purchase orders, confirming product catalog number, quantity, cost, delivery address, and delivery time
- Participate in group meetings national and international conferences

Qualifications for laboratory associate

- Must be able to work effectively with laboratory scientists and teams
- Have the ability to analyze and interpret data
- Must be diligent, organized, dependable, and have excellent time management skills
- Experience with a CRM such as Salesforce or Zoho preferred

