



Example of Laboratory Coordinator Job Description

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Our company is growing rapidly and is looking to fill the role of laboratory coordinator. 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 coordinator

- Upload protocols in electronic laboratory notebook (ELN) system
- Upload documents to corporate intranet as needed
- Assist with onboarding of new staff members
- Oversee and manage the timely closure of queries and work with the internal applicable teams or functional areas where applicable (examples may include, the Global Delivery Network, Contact Center or being the point of contact for client personnel to assist with service queries, including related to investigator reports)
- Using monitoring tools, pro-actively identify trends and provide feedback to internal departments and/or client on performance of both the Investigator and the Q2 Solutions services to ensure timely service delivery
- Order or equivalent
- Maintains good records on closed jobs for purposes of billing, volume reconciliation, claims handling
- Manage a student assistant in the changeover process (clear communication, follow-up, safe practices, effective use of student time,), interacting with two dozen student employees during the week that support the labs
- Sets up or coordinates students or staff who set up laboratory experiments or surgeries, including equipment and supplies
- Monitors equipment for proper functioning

Qualifications for laboratory coordinator

- Ability and willingness to participate in an immunization program to perform BSL-3 laboratory work
- Experience in a high volume clinical laboratory within the last three (3) years required
- Knowledge of management theories and principles
- University Degree in Food Technology or Chemistry
- Must be able to lift at minimum 25 pounds