



Example of Laboratory Coordinator Job Description

Powered by www.VelvetJobs.com

Our company is hiring for a laboratory coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for laboratory coordinator

- Assists the lab management team with filing and Archiving all data for the laboratory, including data retrieval as required
- Receives results for reference specimens and performs first data entry
- Coordinate information and communications for designated projects at the site level and with the third party lab including identification and escalation of discrepancies
- Liaise with other departments and support services
- Maintain continuity of office operation
- Ensure daily update of Lab Kits Inventory System
- Provide to all Clinical Teams/Coordinators with the required Lab Kit supplies according to weekly scheduled subject visits
- Order Lab Kit supplies according to study specific projected/expected visits
- Receive, log, and organize daily arrival of new Lab Kit supplies and ensure proper destruction and documentation of expiring Lab Kit supplies
- Maintain an inventory of Laboratory Kit supplies

Qualifications for laboratory coordinator

- Must be able to routinely lift 70 pound objects
- Ability to use and create spreadsheets in Excel
- Must have excellent oral and written communication skills to be able to effectively communicate to internal lab management and external consultants

through to completion

- Action oriented demonstrating the ability to handle large work load demands and to trouble shoot issues timely when required
- Customer Focused –providing timely, confident, reliable and friendly service to all our internal and external customers