



Example of Laboratory Coordinator Job Description

Powered by www.VelvetJobs.com

Our company is searching for experienced candidates for the position of laboratory coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for laboratory coordinator

- Maintain documents and documentation of participant's involvement in research
- Acquire and maintain CITI human subjects training
- Ensure that all equipment and supplies are available for use when needed
- Purchase and monitor lab supplies
- Assist staff, students, and other researchers on the correct use of equipment
- Schedule lab and equipment time for staff and student researchers
- Schedule, prepare, and attend all lab meetings
- Prepare and maintain data analysis reports
- To manage the service contracts for larger equipment (ICP, Dishwashers, Microscopes)
- Plan and supervise the set up and delivery of teaching demonstrations/labs including assembling equipment

Qualifications for laboratory coordinator

- Ability to plan + prioritize workload to meet deadlines
- Minimum High School diploma or GED Transcript
- Phlebotomy and/or Medical Assistant certificate required
- Minimum one year of clinical or laboratory experience required
- Sitting for short periods of time, the ability to file, move records, laboratory supplies, and equipment also requires bending and stooping
- BA/BS in Sciences (Biology, Genetics, Biochemistry, Microbiology or similar

