



Example of Laboratory Director Job Description

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Our company is looking for a laboratory director. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for laboratory director

- Provides leadership to assigned region and appraises the performance of respective direct reports, including authority to hire and fire subject to the input of the IRL and Division executive teams
- Communicates routinely with the IRL and Division Executives concerning policy recommendations and suggested courses of action pertinent to the laboratory business
- Ensures involvement of direct reports in the preparation of and management to department budgets and educates them in the importance of the budget, forecasting and planning process
- Develops strategic plan for business unit and participates in strategic planning process for broader organization
- Analyzes and evaluates detailed expense trends in collaboration with the controller and CFO
- Leads and participates in multidisciplinary teams at the corporate, division and facility level to ensure key quality and operational performance is in alignment with organizational priorities
- Assist in the development and sustainment of charge master and dictionary standardization to maximize revenue capture and reduce billing errors
- Working with other members of senior management to guide and grow clinical laboratory operations
- Ensuring that the clinical laboratory adheres to the quality system approach to testing that provides accurate and reliable patient test results

Qualifications for laboratory director

- Experience in the strategic incorporation of talent management and diversity and inclusion programs in overall workforce planning
- Ability to obtain and maintain a Department of Energy Q-level clearance (U.S. Citizenship required)
- Minimum 10 years of medical or clinical laboratory technology experience and a Master's degree or
- Minimum 12 years of medical or clinical laboratory technology experience and a Bachelor's degree
- Minimum of 3 years of experience working in clinical laboratory services, experience with tests, equipment, reagents, and techniques required for the diagnosis and monitoring of HIV, TB, and Malaria required
- Minimum 3 years of experience managing laboratory commodities and instrument maintenance, highly desirable