Example of Laboratory Supervisor Job Description

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Our innovative and growing company is looking for a laboratory supervisor. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for laboratory supervisor

- Supervises maintenance of equipment and assigned calibration activities
- May interface with accounting to resolve billing issues (POs, test codes, lot numbers, sample numbers, quantity)
- Generates price quotes as requested by Customers
- Ensure that samples to be tested are properly prioritized for testing
- Insure that proper documentation for quotation for services requested, acceptance of quotation by client and delivery of quoted service results are filed for potential auditing purposes
- Be responsible for the overall supervision of the Cytogenetics Lab
- Prioritize overall activities of area to meet departmental goals, assigns/delegates work to staff, anticipates impact of special/emergency requests
- Ensure adequate coverage at all times
- Respond to questions/problems raised by staff to ensure timely completion of work
- Establish work schedules and priorities to ensure that work flow is controlled and meets the needs of the department and ensures delivery of quality service

Qualifications for laboratory supervisor

- Ability to safely handle potentially infectious patient specimens, carcinogenic substances, odorous and other hazardous materials
- Minimum BA/BS degree and 5 years experience in the medical device

- Laboratory personnel must regularly lift or move up to 10 pounds and occasionally lift or move up to 50 pounds
- Expert in Corporate Policies QP 8.2-03 Pathogen sampling and testing
- Review workflow and policies and procedures to most effectively meet the mission of the department
- Monitor staff compliance with department and Center standards, policies and procedures intervening when necessary to assure adherence