



## Example of Manager, Laboratory Job Description

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Our innovative and growing company is looking to fill the role of manager, laboratory. To join our growing team, please review the list of responsibilities and qualifications.

### Responsibilities for manager, laboratory

- Prepares documentation for routine on-site inspections and internal audits, responds to inspection and audit deficiencies
- Responds to any deviation to SOPs or issues related to Lab operations
- Oversee and ensure resolution of data discrepancies at all stages of the study
- Management, coaching and mentoring of Clinical Testing team
- Responsible for training and performance management of the Clinical Testing team
- Provide both operational and scientific guidance on processes as required
- Monitoring performance to ensure all acceptable levels for performance are maintained
- Work with the QA /Regulatory, and Clinical Affairs teams to ensure that all work complies with SOPs
- Ensure proper maintenance and use of instruments with thorough documentation
- Participate in development of long-range plans for department development

### Qualifications for manager, laboratory

- Graduate of an accredited Medical Technologist or Medical Laboratory Scientist program required
- Relevant experience in a clinical laboratory in a relevant discipline (e.g histology, anatomic pathology)
- A track record of achievement and an ability to ensure accountability to

- Proficient in Microsoft Word, Excel, PowerPoint (essential), Access and Project with previous experience in electronic data capture systems (desirable)
- Enforce and adhere to lab compliance policies