



# Example of Medical Technician Job Description

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

## Responsibilities for medical technician

- Demonstrates a safety mindset
- Recognize medical records and upload them into the portal for attorneys
- Review medical records- ask for a medical record of January 2017- need to know where to look for the date and the correct patient
- Need to be technically savvy and have the ability to navigate through multiple systems
- Use Outlook, Access, use generally 2 screens and comfortable to toggle back and fourth between two or three systems
- Maintenance and repair of medical devices in our portfolio
- Yearly maintenance of our equipment locally or at customer sites
- Yearly maintenance of reference instruments
- Provides technical support to customers on operational and maintenance aspects of equipment
- Serves as customer contact on technical and service related enquiries

## Qualifications for medical technician

- At least twenty-one (21) years of age
- Criminal clearances (Act 33 and 34 clearances, specific State, FBI and child clearances)
- Non-communicable diseases physical exam
- 3 year experience working in laboratory environment dealing with packaging materials and machinery
- Strong attention to detail and ability to document test plan, procedure, and

- Candidate must have strong interpersonal skills and work well in a team dynamic environment