



Example of Processing Coordinator Job Description

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Our growing company is hiring for a processing coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for processing coordinator

- Troubleshoot multiple computer systems as it relates to problem specimen, orders in interface, and results interfacing
- Computer inquiry and entry to maintain patient demographic test ordering details in multiple computer systems in accordance with compliance guidelines
- Process and prepare samples for testing at PRMCE laboratories and Patient Service Centers
- Process, prepare and package samples for delivery to reference labs
- Provide technical and advisory expertise primarily to nursing, medical and lab staff to meet their immediate testing needs
- Insure that all documentation required for each shipment, including requisition forms, sponsor specific manifests, airway bills, shipping containers have been obtained
- Coordinate ordering supplies for physical inventories and WMOS requirements
- Coordinates PCMS program at a specific site
- Perform reprocessing functions
- Maintain appropriate back up inventory of instruments and supplies

Qualifications for processing coordinator

- Ability to operate motorized material handling equipment
- Ability to read production schedule, customer order, work order, shipping order or requisition to determine items to be moved, gathered, or distributed

- Job requires repeated lifting (40 pounds), bending, reaching, twisting, and standing
- Comprehensive knowledge of documentation, policies and procedures
- Ability to quickly build relationships and establish trust with leaders, hiring managers, colleagues and candidates/applicants, employees and public at large