



Lab Assistant (Accessioning and Customer Service)

Position Summary

TargetDx Laboratory is a growing biotechnology company with a mission of developing sensitive and specific blood tests to detect high mortality cancers early, thereby increasing the survival rate and improving the quality of life for cancer patients. We are also at the forefront of COVID-19 testing, as there is an urgent need to rapidly increase testing capacity for our community.

We are seeking a **Laboratory Assistant** to support our CLIA laboratory testing of COVID-19. The candidate will primarily be responsible for accessioning specimens and answering phone calls from patients, physicians, and clients. The candidate will work under the direct supervision of the General Supervisor or Senior Clinical Laboratory Scientist.

The preferred candidate must be detail oriented; has a good phone presence when answering phone calls; and has good computer skills and typing capability.

Primary Responsibility

- Communicate with patients, physicians, and clients professionally, both oral and written.
- Verify test orders and update status as appropriate.
- Receive, accession, and storing specimens.
- Organize and maintain pending specimen logs using our LIS.
- Organize and maintain inventory of reagents, samples, consumables, and equipment.
- Maintain quality control records for equipment (i.e. temperature logs, signature when daily maintenance items were completed).
- Follow all safety procedures and policies.
- Perform other duties as assigned by laboratory management.

Education and Experience

- 1-year lab related experience required. Accessioning experience preferred.
- Associate degree preferred.
- Experience in a CLIA-licensed clinical laboratory preferred.
- Phlebotomy license a plus

Skills

- Proficiency in using a computer, learning new systems, and typing
- Excellent communication in English, both written and oral

- Strong attention to detail, accuracy, and commitment to quality
- Proven ability to follow instructions and standard operating procedures
- Problem solving capabilities and demonstrated basic math skills
- Understanding of Universal Precautions and HIPAA regulations

Job Type

Full-time, Monday-Friday

Equal Opportunity Employer

TargetDx Laboratory is proud to be an Equal Opportunity Employer. We are committed to ensuring a diverse and inclusive workplace environment, and welcome people of all background, experience, ability and perspective.

All qualified applicants are encouraged to apply, and will be considered without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, age, veteran status, disability or any other legally protected status.