

## Phlebotomist

### 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 **Phlebotomist/Specimen Collector** to join our team in collecting specimens for COVID-19 and other testing platforms we offer. The candidate will primarily be responsible for collecting various specimens, responding to testing appointment inquiries, ensuring proper collection of specimens, answering phone calls from patients, physicians, and clients, and more. The candidate will work under the direct supervision of the Collections Specimen Manager or Lab Manager. The preferred candidate must be detail oriented, organized, able to work without supervision, good communication skills, has pleasant phone presence when answering phone calls; and has good computer skills and typing capability; and excellent people skills with the ability to handle high capacity, stressful situations and nervous Testees.

### Primary Responsibility

- Communicate with patients, physicians, and clients professionally, both oral and written.
- Provide onsite services for sample collection for all platforms.
- Verify patient information and identification and ensure proper documentation is completed accurately.
- Perform venipunctures and nasal swabs.
- Receive, accession, and store specimens in the appropriate location.
- Work with other departments such as CLIA, Sales, Regulatory the Executive Team.
- Organize and maintain client and specimen logs and inquiries and events using our LIS.
- Organize and maintain inventory of consumables and equipment related to collection.
- Stay abreast of new guidelines for travel testing, collection requirements (i.e., CDC, FDA), and communicate information to other departments.
- Provide training to other staff to ensure safety of staff and client during collection.
- May have to travel to clinical sites for support and training as needed.
- Follow all safety procedures and policies.
- Perform other duties as assigned by management.

### Education and Experience

- 1-year specimen collection and medical/clinical experience required.
- MA, CCMA, RN, LVN, EMT, Phlebotomy or other related medical certificate required.



**LUNG CANCER  
PROTEOMICS**  
Early Detection of Lung Cancer



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6541-B Via Del Oro, San Jose, CA 95119 | 219-510-0120 | [www.targetdxlab.com](http://www.targetdxlab.com)

- Must have active California issued Phlebotomy License or have an application for Phlebotomy License filed with California Department of Health at time of hire
- Experience in collection of various biological specimens and working directly with patients preferred.
- Sample accessioning experience a must.

#### **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
- Provide superior customer service to all patients

**Languages:** Mandarin speaking a plus, but not required

**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.