

Title: Receiving Clerk

Division: Analytics Corporation
Department: Sample Administration
Location: Ashland, VA

Reporting

This position reports to the supervisor/manager of the Sample Administration Department

Principle Duties and Responsibility

1. Receive samples at the laboratory in accordance with the Analytics SOP. This includes inspection of the sample and accompanying paper work, i.e. chain of custody or other, for accuracy and compliance with our SOP and requested testing methodology.
2. Ensure appropriate volumes have been received to adequately support all testing requirements.
3. Accurately enter appropriate sample administrative information into the LIMS. Ensure that all information required to accurately report, technically and administratively, the sample results to the client are entered into the appropriate LIMS fields.
4. Accurately label each sample with a unique laboratory identification number and enter the number into the LIMS.
5. Securely store samples following receipt, during testing and after completion of testing. Ensure that the SOP for sample storage is followed to facilitate retrieval of samples when necessary.
6. Call clients when required to clarify ambiguous information related to the samples received for testing. Ensure that your demeanor and attitude with the client represents the Analytics service goals.
7. Prepare media for clients in accordance with the Analytics SOP.
8. Keep the sample administration work place neat, organized and clean to represent a professional atmosphere.
9. Perform local courier service to support client needs and shipping needs of Analytics Corp. and your department.
10. Other duties as assigned.