Laboratory Shipping Technician

Department | Reports to |
---|---|
Laboratory | Laboratory Manager |

Employment Status & FLSA Status
Full-Time / Non - Exempt

Job Description

Job Function
The Laboratory Shipping Technician is responsible for shipping, receiving, and tracking all members samples according to the standard process. Must be able to research and resolve sample related issues in an efficient manner. Required to understand how the lab works and tasks involved within the lab. Responsible for the preparation of samples for testing.

Job Responsibilities
Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

- Responsible for the management of samples from receipt, preparation of testing, inventory and preparation of shipping or disposal
- Upon receipt of samples inspect for damage and proper signage and communicate any deficiencies to laboratory management
- Enter all required sample information into the appropriate systems
- Complete all required paperwork related to the receiving, preparation, and shipping of samples
- Communicate with members, trucking companies and internal staff on the shipping and receiving of samples
- Work with lab technicians to ensure samples are ready and available for the start of testing and in the correct location
- Construction of plenum boards and ducts for testing of samples
- Maintain the sample storage areas
- Integrates continuous improvement concepts and techniques into all aspects of the job
- Must meet established levels of quality and quantity of work
- Maintain an organized, clean, safe, and productive work environment
- Develop inventory reports and lead the periodic inventories of the sample storage areas
- Lead the research and resolution for any missing, lost, or damaged samples
- Address member complaints and/or suggestions in a positive and proactive manner
- Other duties as assigned
None of the foregoing information in any way states or implies that these are the only duties to be performed by an employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties as requested. Duties are not necessarily comprehensive and are subject to change at any time at the discretion of management.

**Education & Experience**
- High school diploma or GED equivalency
- Ability to use a variety of hand and power tools in a safe manner
- Computer proficiency in Microsoft Office and other programs as required
- Strong verbal and written communication skills

**Work Environment & Physical Demands**
- The work environment is typical of an industrial laboratory or warehouse
- Physical demands include, but are not limited to, standing, reaching, stooping/bending, walking, and lifting/carrying objects up to 50 lbs.
- Must be able to operate a forklift, powered pallet jack or scissor lift.

**Travel Requirements**
- 5% of travel needed