

## JOB DESCRIPTION

Title	<b>Laboratory Assistant</b>	Job Classification Number	
Department /Project	<b>Laboratory</b>	Job Family Number	
Reports to	<b>Laboratory Microbiologist/ Chemist</b>	Effective Date	

**MAIN PURPOSE OF JOB**

To provide assistance to the laboratory team in laboratory analysis that satisfies the requirements of Laboratory Management

**JOB OBJECTIVES**

1. To assist the laboratory team in laboratory analysis.
2. To assist in preparing laboratory samples and reagents for analysis.
3. To collect samples from the sites as directed by Laboratory Management in accordance with sampling procedures.
4. To maintain and ensure cleanliness of the laboratory.
5. To maintain laboratory environment and equipment as per the direction of the Laboratory Management.
6. To assist with on-site investigatory work under the direction of the Laboratory Management
7. To perform basic office and clerical duties as assigned.

**ESSENTIAL WORK ACTIVITIES**

- Collection of Samples
- Assists in preparation of samples and reagent
- Maintains good house keeping of the laboratory
- Maintains cleanliness of the laboratory

**SAFETY AND QUALITY RESPONSIBILITIES**

- Maintain standards of safety and comply with Company’s Health, Safety and Environment Management System requirements
- Take reasonable care of own health and safety and that of others in the workplace
- Follow and maintain Company standards of Quality in accordance with Company Quality System requirements

**EDUCATION, SKILLS AND EXPERIENCE**

Essential:

- Equivalent to the completion of twelfth grade of schooling
- Knowledge of basic computer operations and functions
- Good team player

Desirable:

- 1 year of technical laboratory experience

Experience to include:

- familiar with laboratory work
- familiar with laboratory safety requirements
- familiar with chemicals used for routine analysis
- familiar with sampling methods, samplers and data recording