

Position Title: Laboratory Assistant (Media Preparation Department)

Job classification: Non-exempt, Full-time Regular

Brief Summary of CGMP Compliance related to Job Description:

The Media Preparation Laboratory Assistant will be responsible for proactively assisting the Media Preparation Department and supporting the quality control, sterility control and safety agenda of the organization with various functions within the facility. As part of these duties, the Media Preparation Laboratory Assistant must comply with biosafety guidelines and operating procedures as established by Bionique. The position may require off-hour shifts, once training is complete. The position will report to the Media Preparation Supervisor.

Duties will include:

- Prepare and sterilize materials, media, glassware and biohazardous waste using an autoclave
- Perform aseptic work in Biosafety cabinets
- Support Media completion and plate pouring
- Participate in manufacturing projects
- Cleaning of the laboratory glassware by hand and loading of a glassware washer
- Maintain the cleanliness of the department work stations and the equipment
- Participate in general laboratory equipment maintenance according to Standard Operating Procedures
- Maintain inventory levels for laboratory supplies
- Assist with the labelling, packaging and storage of prepared media
- Verify and record calibration of the equipment as needed
- Adhere to CGMP regulations as they apply to these duties will be essential to this position
- Perform other duties as assigned

Qualifications:

- High School Diploma or GED required. Bachelor's degree in biology or related science or engineering field is highly preferred.
- 1 year of laboratory experience or experience in a regulated environment is preferred. (Note: An equivalent combination of education and experience may be accepted as a satisfactory substitute for the specific education and experience listed above.)
- Ability to lift 30 – 50 pounds and stand for prolonged periods
- Ability to climb ladders and stepping on stools
- Productive, independent worker with a positive attitude
- Strong organizational and detail-oriented skills
- Proficiency in Microsoft Outlook and Microsoft Office Suite (primarily Word and Excel)
- Good communication skills and the ability to work well with others