



If Interested:

EMAIL HRRECRUITER@AUORADIX.COM

Internal Job Posting

Date Posted: May 11, 2017

Position Information:

Position: Lab Assistant (700-250-34)
Location: STV Birmingham
Department: Histology
FLSA Status: Full-Time/Non-Exempt
Schedule: 9:00AM to 5:30PM, Monday – Friday

ESSENTIAL FUNCTIONS:

- Perform specimen accessioning functions
- Log specimens
- Perform specimen storage and retrieval duties.
- Perform slide filing.
- Matches slides and reports to ensure accuracy
- Assist with answering phones
- Maintains daily maintenance of work area and equipment
- Pick up and transport specimen(s) to appropriate labs
- Maintains open communication with department supervisor, pathologist, and co-workers to ensure optimal operation of the department.
- Employee with comply with all company policies and procedures as well as State and Federal regulations as identified by Cunningham Pathology.
- Meet laboratory standards for quality and quantity.
- Maintain confidentiality regarding all phases of laboratory work and findings.
- *Perform other duties as required to meet the requirements of the department and the company.*
- Demonstrate interpersonal skills required to successfully perform as a team member in a constantly changing environment:
 - Exhibit a positive attitude
 - Treat all others with respect
 - Courteously respond to all requests
 - Show initiative in taking on tasks and assisting others

JOB QUALIFICATIONS:

Qualified applicants will have the following:

High School Diploma or GED, Basic Computer experience with MS Office, Knowledge of medical terminology, Effective oral and written communication skills, Ability to work overtime as needed, Previous laboratory experience is preferred.

Eligibility:

In order to be eligible to apply for a posted position, you must meet the minimum hiring specifications for the position, have a discipline-free personnel file for at least the prior six month period, be an employee in good standing in terms of your overall work record, and have been in your current position for a minimum six months. Exceptions to the six-month rule may apply to technicians or technologists who are temporarily working as laboratory assistants while awaiting licensure.

Application Process:

If you are interested in applying for this position, please submit an internal application to **Kim Melton no later than May 15th.**

An Equal Opportunity Employer/Drug Free Work Place

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