

Covance Lab Assistant III

Play a pivotal role in the drug development process and grow your career

Are you interested in making a real scientific impact through your everyday work? Would you enjoy working in a team-focused environment as you explore unique career opportunities?

If you are looking for a company where you can gain exposure to a wide variety of science and explore a multitude of career paths across the drug development spectrum, consider working at Covance as a Lab Assistant.

You will be expected to:

- Successfully performs the specific department duties as set forth in the task list and/or department training checklist.
- Properly handles specimens and resolves specimen issues independently in preparation for analysis and specimen storage. Contacts internal clients for clarification as needed.
- Regulatory Compliance
- Performs all procedures in accordance with the written department SOPs.
- Generates an appropriate audit trail for all activities. o Individual is responsible for maintaining his/her complete up-to-date training file, and is accountable for correcting any deficiencies found in his/her training file.
- Individual is responsible for ensuring he/she is trained and training is documented prior to performing a task. o The individual successfully completes, as scheduled, competency assessment, and ensures competency testing documentation is provided to management for review/retention.
- Provides support to testing personnel in preparation for sample analysis o Receive, open, and place in service all reagents according to SOPs.
- Prepare and properly label reagents and document according to SOPs.
- Prepares and properly labels quality control material accurately duties as assigned.
- Must be able to lift up to 50 pounds/23 kilograms.
- Clean up and process contaminated kits.

Education:

Required: Associates Degree; experience may be substituted for education.

Preferred: Bachelor's Degree in a related science field

Experience:

No prior experience required; prefer lab experience.

Excellent customer service skills including attention to detail, accuracy, confidentiality, and effective communication skills.

Ability to identify and communicate customer service needs.

Ability to manage multiple tasks and deadlines effectively. Effective communication skills.

Excellent documentation skills.

Experience with office software applications (MS Word, Excel, Power Point)