



Accessioning Shipper/Floater- Aliso Viejo

Job Summary:

The Accessioning Shipper/Floater is responsible to perform general administrative support activities in the Accessioning area and any additional coordination with the lab.

Essential Duties and Responsibilities:

- Accession incoming specimens.
- Ship specimens, test results and supplies.
- Position will focus mostly on conducting quality control (case information) on all cases to verify accuracy, with a high level of accuracy.
- Assess and respond to situations where standard procedures have failed in resolving an accessioning issue and refer the problem to the proper manager to be addressed

The above listing represents the general duties considered essential functions of the job and is not to be considered a detailed description of all the work requirements that may be inherent in the position.

Skills and Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

- Working knowledge of Microsoft Office.
- Excellent Typing and Data Entry Skills
- High level of accuracy and attention to detail.
- Ability to adapt to changing procedures, policies and work environment.
- Ability to work in a fast paced team environment.
- Ability to communicate effectively and follow written and verbal instructions.

Education and Experience Requirements:

- High School Diploma or equivalent.
- Prior experience in a lab environment preferred.



Environment/Safety/ Work Environment:

- General office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Maintains a clean, neat, and orderly work area.
- Adheres to Department Specific Safety Guidelines.

Physical Demands:

- Standing, sitting, walking, bending, reaching, manual manipulation, and lifting up to 15 pounds.
- All candidates must pass a color vision test.

Other Duties:

- Adhere to department rules and protocols as well as company regulations stated in the Employee Handbook.
- Other duties as assigned by Medical Laboratory Director.
- Maintain a pleasant and cooperative relationship with co-workers and other departments.

**For consideration, send resume indicating position of interest to
Christy Moshenko:
Christy@ocwibpropathinc.com**

www.clarientinc.com