



## Position Description

**Title:** Associate Specimen Processor / Accessioning Team Member  
**Location:** Newport or Charnwood, nr Loughborough  
**Reports:** Accessioning Supervisor

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### **PURPOSE:**

PerkinElmer is on the frontline of fighting Covid 19 Our complete workflows with standardized equipment and kits are available to help labs address their SARS-CoV-2 testing challenges We are recruiting staff for 6-month fixed term contracts at a new greenfield laboratory based in Newport and another in Charnwood, near Loughborough

### **SUMMARY:**

Performs duties associated with the processing of laboratory samples and the entry of demographic information into the laboratory information system.

### **RESPONSIBILITIES:**

- Enters alpha-numeric data from sample requisitions into LIS following format displayed on entry screen
- Receive and process samples for testing in the laboratory
- Receive and process samples for shipment to support laboratory
- Compares data entered with information on sample requisitions and re-enters data if necessary
- Coordinates paperwork and various required reports for high risk patients in the applicable departments
- Run reports at closing to resolve problems relating to: specimens collected at <24 hours, specimens lacking birth date and/or collection date, specimens with missing PA physician information
- Follows prescribed steps to verify miscellaneous submitter identity and billing information
- Other tasks as requested by the Supervisor of Client Services

### **QUALIFICATION & EXPERIENCE:**

- High School Diploma
- Bachelor's Degree in a physical science such as chemistry, biology, molecular biology or medical technology (Preferred)
- 0-1 year clinical laboratory experience

**OTHER QUALIFICATIONS:**

- Must be detail oriented, organized, with excellent verbal and written communication skills
- Practical knowledge of routine laboratory equipment and procedures
- Experience with LIMS and laboratory automation highly desired
- Employee may be requested to work shifts other than daylight depending on the needs of the laboratory Weekend rotation may be required

**PHYSICAL DEMANDS:**

- While performing the duties of this job, the employee is regularly required to sit, use a keyboard, type, and occasionally stand and move to other parts of the lab
- Must have manual dexterity to use lab equipment
- Reach above/below the shoulder, bend at the knees and waist
- Lift up to 25 lbs

**WORKING ENVIRONMENT:**

- Clinical and research lab environment; exposure to blood borne pathogens; must wear protective lab gear including lab coat, gloves and completely closed footwear
- Travel is not required
- Ensure safety, security, and the environment in all aspect of the daily activities, and any potential safety hazards are addressed and corrected immediately
- Understand ergonomic relationship between people, equipment and working environment

If you are interested in this opportunity please contact Aerotek on 07422 077401 or [EurPerkinelmer@aerotek.com](mailto:EurPerkinelmer@aerotek.com)