

Login Technician / LIMS Specialist

The function of the **Login Technician / LIMS Specialist** is to in-process customer samples. The position is responsible for documenting client information into the Laboratory Information Management System (LIMS) and for the receipt and storage of client samples. The position must also notify clients of issues related to samples submitted for testing.

ESSENTIAL RESPONSIBILITIES

- Receive, login and set up samples for laboratory analysis in LIMS in accordance with Client Submission Instructions
- Process and maintain client samples at correct temperatures
- Segregate and store samples according to Standard Operating Procedures
- Communicate with clients to clarify missing and uncertain information to ensure accuracy of sample description, lot numbers and test codes are obtained
- Maintain laboratory conditions including equipment, supplies, quality assurance programs, and accurate records throughout all procedures
- Carry out responsibilities in accordance with the organization's policies, procedures, and state, federal and local laws
- Perform all activities in a neat, safe, hygienic, and efficient manner
- Share information in an open, timely manner, maintaining customer satisfaction, and appropriate confidentiality
- Responsible for the safety of oneself and others working within their area
- May assist laboratory personnel with preparation and analysis of samples.
- Perform other duties as assigned

CHARACTERISTICS / KEY ATTRIBUTES

- "Customer first" mentality and strong interpersonal skills
- Have a working knowledge and understanding of laboratory operations and a background in science (Chemistry, Microbiology, Environmental or food science) is preferred
- Strong time management skills
- Possess a positive attitude and be able to multitask on several projects simultaneously
- Well organized with effective oral and written communication skills
- Familiarity with industry standard scientific instruments, laboratory testing and quality control processes is desired
- Strong quantitative and analytical aptitude
- Strong trouble-shooting and problem solving ability
- The ability to interact with all levels of the organization is necessary to be able to complete all tasks effectively

MINIMUM QUALIFICATIONS

- High School Diploma or GED
- Basic knowledge of concepts and practices of a testing laboratory
- Training in general laboratory practices preferred
- One or more years' experience in a commercial food-testing laboratory preferred
- Or equivalent combination of education and experience

For confidential consideration, send your resume including salary history/requirements to: careers@afltexas.com