

Job Profile

Job Profile Name:	Lab Helper B
Job Code:	CADB-00011
Employee Group:	AMUSE Casual

Job Summary:

Under the direction of the immediate supervisor, the incumbent may perform some or all of the listed general administration functions. These functions are of moderate complexity and the incumbent performs them using established instructions.

Typical Functions:

1. Assists in performing laboratory test and experiment.
2. Catalogs laboratory material and or equipment.
3. Collects and enters data into established inventory databases. Updates manuals/datasheets as required.
4. Distributes and tracks items, such as laboratory shipments. A log to track these items may be required.
5. Maintains lab work area in a clean and orderly fashion.
6. Opens and secures the area daily.
7. The list of functions outlined above is representative and not a complete and detailed list of tasks which may be performed by an incumbent. For example, incumbents may be asked to perform some elements of Lab Helper level "A" tasks in addition to the above listed functions.

Minimum Education, Certification and Experience:

- High School Diploma with one year of relevant experience in the field of work