

Foundation for Karl Landsteiner Blood Centre

One Team- One Mission

Associate Technologist /Biologics Assistant

Making sure this precious gift is taken care of...from processing to shipping.

Overview

Performs tasks related to the manufacturing and/or distribution duties for the management of whole blood and blood components, in compliance with approved standard operating procedures.

Responsibilities

The list of essential functions, as outlined herein, is intended to be representative of the duties and responsibilities performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Manufactures, stores and distributes blood and blood products
- Performs data entry associated with component production, labeling, storage and shipping ensuring accurate and complete manufacturing records
- Operates, maintains and performs quality control checks on equipment
- Ensures suitability and accurate labeling of products for release and distribution
- Performs the quarantine and disposition of unacceptable products and/or samples
- Ensures adequate inventory of required supplies.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and/or Experience:

Diploma in Medical Laboratory Technology/ Graduate in Biological Science with proficient computer skills. Prior laboratory and/or blood bank experience preferred.

Certificates, Licenses, Registrations, and Designations:

Diploma in Medical Laboratory Technology approved by State Medical Faculty or Skill Council of India or accredited university.

Knowledge, Skills, and Abilities:

- Ability to organize work for timely completion
- Ability to follow complex oral and written instructions
- Ability to speak, write, read and understand English

- Ability to communicate effectively orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Basic computer skills including knowledge of Microsoft Office applications
- Skill in operating office equipment

Environmental Requirements:

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job.

- Functions are regularly performed inside and/or outside with potential for exposure to adverse conditions, such as inclement weather, atmospheric elements and pathogenic substances. Performance of this job could expose the employee to blood-borne pathogens. The noise level in the work environment is usually moderate.