

JOB POSTING

- Position: **Medical Laboratory Assistant**
- Employment Type: Permanent, Part-Time (upto 67.5 hours bi-weekly)
- Reports to: Vice-President of Laboratory Operations and Quality Management
- Compensation: Competitive Salary, Employee Assistance Program, Private Pension Plan, Sick Benefits
- Career Growth: Opportunities for professional development and career advancement
- Work environment: Inclusive, innovative and supportive, with a dynamic team leading the way in building trusted, forward-thinking healthcare partnerships
- Work Location: Onsite (Don Mills/Eglinton)
- Operation Focus: **Specimen Management, Results Reporting, Quality & Inventory Management**

OVERVIEW

We are seeking a Medical Laboratory Assistant to support the Specimen Management department across both Hospital and COVID business streams. This role offers a unique opportunity for individuals pursuing education in health sciences to gain valuable experience and build a career in the lab.

To excel in this position, the ideal candidate should:

- Have a solid understanding of various specimen types and their differences.
- Meet the educational requirements stated in the ad or possess at least a degree in Health Science.
- Be open to new ideas and opportunities.
- Be comfortable with bench rotation.
- Demonstrate the ability to manage workload and multitask effectively.
- Exhibit courtesy and cooperation when communicating with colleagues, clients, and the public.

If you thrive in a busy environment, are eager to learn about specimen management, and are passionate about contributing to Canadian healthcare, this opportunity is perfect for you!

KEY RESPONSIBILITIES

The Medical Laboratory Assistant is responsible for receiving specimens, entering orders into the laboratory information system, preparing specimens for referral to other laboratories, and arranging for their transport. Additionally, the role involves calling and faxing critical or urgent results to clients.

Overview of Key Responsibilities:

- Log orders and label specimens one at a time.
- Identify any potential problems with orders and specimens.
- Organize and package specimens for transport to suppliers.
- Record all non-conformances.
- Report critical or urgent results to clients.
- Make boxes and kits.
- Scan and fax documents.
- Participate in quality improvement initiatives.
- Carry out inventory management and miscellaneous maintenance functions.
- Perform other duties, as trained and assigned.

QUALIFICATIONS

Education & Experience

- Completion of a Medical Laboratory Assistant college program or equivalent scientific program (at minimum, a degree in health science is required).
- Certification by the MLPAO (desired). New graduates are considered.
- Less than 3 years of experience working in a laboratory environment (preferred).
- Prior experience in customer service (preferred).
- Prior experience drawing blood (preferred).
- Prior experience in specimen management (preferred).
- Data entry background or prior experience (required).

Skills and Competencies

- Knowledge of medical terminology (required).
- Proficient computer skills, including use of the Microsoft Office Suite (required).
- Good English language skills (written and spoken) (required).
- Attention to detail and high level of accuracy (required).
- Strong service orientation (required).
- Good interpersonal skills (required).
- Reliability and punctuality (required).

In-Common Laboratories (ICL) is an equal opportunity employer.

We offer accommodation for applicants with disabilities, as required, during the recruitment. We would like to thank all candidates for expressing their interest. Please note that only those selected for interview will be contacted.

Apply to: hr@iclabs.ca (Email subject Line: R202504)