NUMed Malaysia Job Description

Job Details

Job Title
Laboratory Technician
NUMed Malaysia, Malaysia

Academic / Service Unit
NUMed Malaysia, Malaysia (The Company)

Effective Date: To be negotiated

Main Purpose
The post holder will be responsible for the preparation of the laboratories for practical sessions such as preparing clinical or other specimens, setting up lab equipment, and assisting with demonstrations in teaching laboratories lesson.

Main Duties and Responsibilities

1. Liaises with academic staff to discuss timetables, equipment requirements and work plans.
2. Organises, prepares and sets up the laboratories such as lab equipment/ instrument and specimens with all safety and health procedure are adhered to prior to the laboratories lesson.
3. Maintains and repairs equipment/instrument and laboratory apparatus such as cleaning, calibrating and performing preventive maintenance.
4. Maintains inventory for laboratory apparatus, equipment/instrument, chemicals, drugs and others material use in the laboratory.
5. Supports the work of lecturers in laboratory lesson and gives technical advice/support to student and staff on research projects.
6. Any other duties as and when assigned from time to time.

Dimensions

The post holder reports to the Dean of Biomedical Sciences and must work closely with students to demonstrate experiments, help/assist lecturer and support student on the research project/ lab assignment.

Knowledge, Skills and Experience

Knowledge
The post-holder must be educated to at least Diploma in related field/discipline (preferably biology/biochemistry/chemistry) or to have an equivalent qualification. The post holder must have general knowledge of the principles and practices of laboratory operations and techniques.
NUMed Malaysia Job Description

Skill
The post holder must be skilled in performing application techniques and tests; in maintaining applicable laboratory equipment. Able to communicate effectively both orally and in writing.

The post holder must be computer literate and familiar with Microsoft Office and Excel.

Experience
Some working experiences in similar job or previous work experience in this role in a research lab/collage/university will be advantageous.

Special Features

Planning and Organising
The post-holder must be able to plan and follow the teaching schedule for laboratories (clinical lab, wet lab, anatomy lab and for foundation courses). Able to work independently, be tidy and able to organise and prioritise tasks.

Decision Making
On a daily basis the post holder will make decisions on taking the appropriate action for their areas of responsibility which will include problem-solving and trouble-shooting decisions.

Internal and External Relationships
Reports to the Dean of Biomedical Sciences and is expected to deal effectively with student and colleagues on a daily basis, as well as communication with various departments, for example; IT department, and Facilities/Management department to ensure smooth set-up of events like examinations, lab tests and other university-related event. The post-holder is also expected to handle procurement process which might involves receiving and keeping the documentation for chemicals/consumables/services and liaise with the facilities and management/finance department for the inventory and invoices.

Other Relevant Information
The post-holder should be physically fit as there is a need to lift, transport and deliver materials and stock laboratory supplies and goods.