



Position: **Laboratory Clerk**

Job type: Full-time

Schedule: Monday to Friday (7:00AM to 3:15PM)

Pay Rate: \$16

Location: Rockland County, NY

POSITION PURPOSE (RESPONSIBILITY)

Perform Daily Secretarial Functions Essential to Laboratory Operation

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- File various QC Documentation.
- Prepare and ship samples for testing at 3rd party contract laboratories.
- Log samples and data into excel spreadsheets.
- Prepare Certificates of Analysis (CoA) for materials produced by Intercos from raw data collected during testing.
- Prepare retain samples for storage.
- Collect mail and file hard-copy reports received from 3rd party contractors.
- Pull documentation or retains for review upon request.
- Maintain a clean and organized work environment.
- Exercise good documentation practices.
- Interact with other departments.

DEPARTMENT/REPORTING RELATIONSHIPS

Quality Control Laboratory Manager

QUALIFICATIONS

Education/Certification:	High School diploma or equivalent
Required Knowledge:	GMP, GDP, and GLP knowledge preferred
Experience Required:	0 – 1 year relevant experience
Skills/Abilities:	<ul style="list-style-type: none">• Ability to read and write in English, Spanish a plus• Basic mathematic skills• Good communication skills• Ability to accurately follow instructions• Ability to use a computer and enter data with simple programs like Excel and Word• High degree of attention to accuracy and detail• Works well with others

To be considered for this great career opportunity, please

Email your resume: radhycel.yunes@adeccona.com

Or call us @ 845-371-6300