



Laboratory Office Support Job Description

Overview:

To assist the laboratory by providing a wide range of duties to ensure excellent customer service to our customers.

General summary of duties and responsibilities:

- Assisting with incoming calls
- Opening incoming mail
- Scheduling incoming cases
- Invoicing out-going orders
- Packing/shipping out-going orders
- Coordinating regular and "rush" deliveries
- Updating mailing supplies
- Placing a weekly office supply order
- Mailing statements
- Ad hoc projects

Knowledge, skills and abilities:

- Must be able to operate computer and other office equipment
- Proper phone etiquette

Essential Physical Requirements:

- Ability to multi-task
- Ability to lift and carry 25 pounds.