Receiving Clerk

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Receiving Clerk

Animal Health Laboratory, Laboratory Services Division

Temporary part-time from October 2017 to April 2019

(Less than 24 hours per week)

2 positions

Hiring #: 2017-0518

Please read the Application Instructions [1] before applying

The Animal Health Laboratory (AHL) is seeking qualified Receiving Clerks to provide support to front-line client service, in the high volume Specimen Reception lab section. Duties include: receive and unpack boxes, shipping bags and containers; label specimens; date and time-stamp submission sheets; receive animals, both live and dead, into the laboratory; review containers and samples to ensure specimen integrity and that specimens meet acceptance criteria and other protocols such as legal and client specifications; ensure that specimens match submission information and check that submission forms are completed accurately and completely and inform Supervisor and/or CSR’s if information is missing; ensure that specimens are maintained and stored in the appropriate environment (fridge, freezer, room temp, etc.) until transferred to appropriate lab; identify priority or time-sensitive submissions; label incoming specimen/containers with appropriate warning labels ensuring that health & safety concerns are identified; alert the laboratory supervisor and/or CSR’s to cases requiring further processing (“complex cases”); receive laboratory supplies from couriers and other transporters and notify recipients (AHL or Pathobiology): copy packing slips if necessary; deliver supplies to labs; other duties as assigned.

Requirements of the position include: Secondary school diploma and a minimum 3-months related experience, or an equivalent combination of education and experience. Working experience in an organization with quality accreditation and understanding of quality protocols in order to conform with our quality system by performing laboratory procedures according to written standard operating procedures (SOPs), with this ability documented through written training records; working knowledge of laboratory information management systems; knowledge of biosafety and safe sample handling and distribution; ability to work effectively with internal and external clients and to be able to relay critical information to others; some experience in a fast-paced, time-sensitive receiving department; proven ability to be an effective team player in a high-volume, time-sensitive setting; excellent organizational, communication, and interpersonal skills; understanding of WHMIS and Occupational Health & Safety in a laboratory environment.

Must be rabies vaccinated.

Hours of work: Monday to Friday, 15 hours per week, 8:00 a.m. to 11:00 a.m.

Part-time Positions

Classification Excluded Grid Band 2*
Normal Hiring Range $17.97 - $20.08 per hour

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.
At the University of Guelph, fostering a culture of inclusion is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

*Tentative evaluation

Posting Date: 2017 10 10
Closing Date: 2017 10 17

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/receiving-clerk

Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply