



Code: 2536

Title: Laboratory Coordinator

Status: Full Time

Location: Northridge, Ca

Department: General Laboratory

Description: The purpose of this role is to assist in both administrative and technical functions within the General Laboratory. Their primary function is to assist the Clinical Laboratory Scientist III (CLS) and Senior Clinical Scientific Laboratory Director with filing, documentation reviews, and administration functions as needed. The secondary function will be to assist Laboratory Technician I with daily duties as deemed necessary and as assigned.

Responsibilities:

Laboratory Coordinator Essential Responsibilities

- Compilation of documentation for Batch Records which includes certification and other needed documentation prior to CLS or Lab Director review
- Review of research use only batch records
- Review, consolidate backup documentation, and provide invoice package to Director for approval
- Review daily equipment cleaning and use logs
- Maintain records in compliance with manufacturing and regulatory guidelines
- Assist CLS with the daily quality control lab review
- Assemble records for review
- Maintain and file all Human Leukocyte Antigen (HLA), serological data, CLS data, and any additional documentation as needed.
- Manage archival and retrieval process of documents to Iron Mountain
- Maintain department training records and scheduling
- Maintain equipment records and scheduling in coordination with the Facilities Manager
- Order supplies and materials for the General Lab and Cleanrooms
- Additional administrative tasks as assigned
- Works in cooperation with logistics and collaborative departments to aid in the status of materials to and from the General Lab

Laboratory Technician I Essential Responsibilities

- Manufacture and process blood products by following Standard Operating Procedures (SOPs) and Good Manufacturing Practices (cGMP's)
- Operate hematology analyzer and perform pH testing
- Perform Quality Control and preventative maintenance on laboratory equipment as assigned.
 - To be performed only if this is also not to be reviewed by the same individual.
- Prepare, pack, and send out samples from blood collections for testing
- Prepare and pack blood products for distribution to customers
- Label blood products, including assigning labels and recording information
- Identify and troubleshoot problems encountered in assigned tasks and properly document corrective actions. Confer with supervisor for resolution of problems



- Ability to identify and aid in the investigation of deviations
- Able to read, interpret, and understand company and industry manuals and compliance standards such as Standard Operation Procedure manuals, Current Good Manufacturing Practices, FDA, UE, and AABB regulations
- Assist in the perform environmental monitoring as well as read and record the results
- Assist in any Cleanroom functions as needed or instructed.
 - Includes, but is not limited to Cleaning, Material Transfer, room set-up for processing, etc.
- Knows and follows safety rules relative to area(s) or responsibility. Follows Standard Operating Procedures (SOPs) and Current Good Manufacturing Practices (cGMPs) and external regulations regarding the products and procedures

Supervisory Responsibilities This position has no direct supervisory responsibility

Requirements:

- Discretion in handling confidential and sensitive matters
- Ability to collaborate effectively across teams and functions
- Strong verbal and written communication skills
- Strategic thinking and excellent analytical skills
- Excellent organizational, time management, and problem-solving skills
- Ability to work well under deadlines and pressure

Education, Experience and Licensure

- High school diploma or comparable education, required
- College credits or college degree preferred
- Minimum of 0-6 months of clinical, cleanroom, or pharmaceutical lab experience preferred
- Familiarity with GMP environment preferred
- Discretion in handling confidential and sensitive matters
- Meets department quality standards
- Good time management skills; ability to complete assignments within established timelines
- Proficient use of Microsoft Office products including Word, Excel, Outlook, and PowerPoint.
- Ability to quickly learn new software programs as needed.

Pay Range: BOE

Posted Date: 3/12/2019

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