



is now hiring!

<b>Data Entry Clerk</b>	
<b>Benefits:</b> Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.	<b>Salary range:</b> \$23.75 to \$27.50 hourly <b>Employment status:</b> Contract / Temporary
<b>Description</b>	
Robert Half San Mateo is looking for a Preanalytical Associate for a growing lab in Redwood City. Our client is a leading blood dialysis group. Your job is to receive samples and bring them to the proper area for analyzation. You will be in charge of moving the sample through the process until completion. The right candidate for this role has ideally worked in a lab or has a degree in biology, you also have to have strong attention to detail. If Interested, please see the job description below. Apply immediately! These roles start ASAP!	
<b>Essential Functions:</b>	
<ul style="list-style-type: none"><li>• The successful applicant will be able to perform the following essential functions at minimum:</li><li>• Has knowledge of and complies with Clinical policies and procedures: general policies and Exposure Control (blood borne pathogens), Chemical Hazard, Illness and Injury Prevention Program and Quality Assurance Program. Understands the hazards associated with failing to follow those procedures.</li><li>• Understands laboratory workflow and the role of Preanalytics in the laboratory.</li><li>• Organizes work for large batch processing appropriately. Prioritizes tasks and organizes work for efficient completion.</li><li>• Receives, unpacks and recycles specimen boxes.</li><li>• Identifies and documents specimen packaging deficiencies and sample issues.</li><li>• Prepares send out samples and other samples requiring centrifugation and processing.</li><li>• Organize reference testing for scheduled pickup.</li><li>• Contact clients directly to resolve problem specimens.</li><li>• Assists Client Services with inbound and outbound calls if needed.</li><li>• Assumes responsibility for special projects, as directed by Management</li></ul>	
<b>Requirements</b>	
<b>Qualifications:</b>	
<ul style="list-style-type: none"><li>• High School Diploma or GED required, Associate or Bachelor's Degree preferred.</li><li>• 1 year job-related experience required.</li><li>• Background in chemistry, math, medical terminology, knowledge of specimen preparation techniques, and principles of operation of common laboratory instruments.</li><li>• Capable of performing repetitive work with a high degree of precision.</li><li>• Strong knowledge of lab equipment and procedures.</li></ul>	
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Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

**This Job Posting will expire in 10 days.**