



Laboratory Administrative Assistant

Cernostics is a diagnostics company focused on delivering next generation cancer diagnostics and prognostics through a unique approach to tissue analysis. Cernostics takes a tissue systems biology approach to anatomic pathology. Its patent-protected technology platform, TissueCypher®, uniquely analyzes whole slide digital images with multiplexed fluorescence, providing greater information and accuracy than traditional subjective tissue diagnostics.

Job Description

Cernostics, Inc is seeking a Laboratory Administrative Assistant at our facility in Pittsburgh, PA. The purpose of the role is to assist with administrative duties related to tissue-based cancer diagnostic testing. The successful candidate will perform specimen receipt, accessioning, generation of reports according to established protocols, communicate with clients regarding test orders and results, assist with scanning and filing of laboratory records, and assist with placing orders and management of associated documentation.

This position requires a very careful adherence to well-defined work. The work is highly precise in nature and requires patience, a very strong attention to detail, cooperation with colleagues, a willingness to handle repetitive job routines, and a commitment to delivering error-free work. It is vital for the work output to be very high quality, with correct results, time and time again. Checking and double-checking is often necessary; individuals performing the job must be patient and conscientious. Both the content and the presentation are important; all work must be highly polished. There is little ambiguity in this job. It is very clear what needs to be done, and what the expected results are. This clarity will come either from the company's management, or from established professional disciplines and processes. The established procedures and processes must be followed very closely; there is little room or necessity to modify them. Much of the work can be accomplished by working at a steady, even pace. The work is helpful in nature; providing support and/or service to laboratory staff and healthcare clients. Interacting with clients requires a professional, formal manner where the focus is on completing the task pleasantly and correctly.

Entry-level and experienced candidates are welcome to apply for this position. The candidate of choice will be hired into the level that is commensurate with their educational background and experience.

Position Responsibilities

- Accessioning, including entry of test order data into a database, evaluation of specimen acceptability upon receipt, and scanning and backup of all test order-related files according to established protocols.
- Generation of clinical reports from test results with source data verification, backup of all related files and secure transmission to clients according to established protocols.
- Communication with healthcare clients regarding test orders and receipt of results.
- Assist with scanning and filing of laboratory records.
- Assist with placing orders for laboratory supplies, receipt of supplies, and management of associated documentation such as certificates of analysis and material safety data sheets.
- Answering and directing phone calls.
- Other administrative duties as assigned.

Qualifications

The candidate of choice will have:

- High school diploma or Associates Degree.
- Outstanding written and oral communication and organizational skills
- Meticulous attention to detail.
- Strong computer skills including Microsoft Excel or Google Sheets, Microsoft Word, and Adobe Acrobat.
- Strong ability to work in a team-oriented, standard operating procedure-driven environment.

Preferred Skills

- Specific experience with laboratory administrative tasks and familiarity with medical terms
- Experience with laboratory information systems

Position Type

Full-time permanent

How to apply

Email your cover letter and CV to careers@cernostics.com

Cernostics is committed to the principles of equal employment opportunity. Applicants are considered for all positions without regard to race, sex, sexual orientation, color, religion, national origin, age and disability (so long as such disability can be reasonably accommodated) or any other status protected by applicable law. Cernostics encourages all qualified applicants to apply.