



JOB DESCRIPTION

Position Title	:	Dental Lab Assistant
Department	:	Dentistry
Report to	:	Head Dental Technician
Reportee (if any)	:	N/A
Location	:	University of Puthisastra, Phnom Penh

I. Position Summary:

- To assist the head of the UP Dental Laboratory to run the laboratory efficiently and safely, while controlling the dental lab equipment, instruments and materials
- To assist in the supervision of dental students and contribute to their learning
- To assist the Faculty of Dentistry with administrative tasks

II. Duties and Responsibilities:

The overall job description below outlines the main areas of responsibilities of the Employee:

- Assists and supports the head of the dental laboratory and other staff in teaching dental technology and dental simulation to dental students
- Control and maintain inventory in dental laboratory of instruments and consumables
- Assist in the preparation of the instruments and consumables before class, and pack away after class
- Ensure all lab equipment is maintained and stored in good condition
- Ensure the lab is clean and tidy at all times and that cross infection control procedures are correctly implements
- Follows the rules and protocols of the lab, and ensures students and staff also comply
- Identifies problems with the lab e equipment, carries out repairs (as possible), or sends to an external repair company
- Confers with other dental lab staff regularly to review the operations within the lab
- Working closely with Head dental technician and the other dental laboratory staff
- Reports to Head of laboratory when any equipment is lost or damaged
- Carries out other duties as may be required by the Head Dental Technician, Dean, Deputy Dean or Assistant Dean.

III. Minimum Qualifications and Requirements:

1. **Experience:**

- Previous exposure to Dental Laboratory Technology or other related field
- Knowledge of inventory management and equipment maintenance and repair preferred
- Enjoys teaching students
- Previous teaching experience preferred

2. **Education:**

- Computer literacy an advantage (Microsoft Word, Excel, Power point, and Outlook)
- English language an advantage

3. Skills/Competencies:

- High commitment and willing to learn new things
- Ability to work well in a team
- Honest, hard-working, well-organized, able to problem solve, good communicator