

#### JOB DESCRIPTION

Position Title : Pharmacy Laboratory Assistant

Department : Pharmacy

Report to : Full-Time Pharmacy Lecturer

Reportee (if any) : N/A

Location : University of Puthisastra, Phnom Penh

### I. Position Summary:

Ensure good Laboratories management with effective and safe during practical work session.

# II. <u>Duties and Responsibilities:</u>

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

- Improve and develop the pharmacy laboratories to meet the national/ international standard and research
- Manage pharmacy laboratories, optimize the pharmacy laboratory processing
- Manage stock control and inventory
- Request chemical reagents, materials and equipment needs for pharmacy laboratory
- Arrange pharmacy laboratory schedule
- File documents in pharmacy laboratory
- Be presence/assist in practical work session
- Demonstrates care and use of equipment/chemical reagents to staffs and students with safe and effective
- Diagnoses equipment malfunctions and dismantles by repair or get it repaired by external mechanic company
- Reports the progress of practical work sessions
- Perform other tasks assigned by supervisor.

# III. Minimum Qualifications and Requirements:

# 1. Working Experience:

• At least 1 year experience in pharmacy laboratory management

#### 2. Education:

- Bachelor degree in Pharmacy or Health Related Sciences
- Ability to speak and write English

### 3. Skills/Competencies:

• Strong computer skills: Microsoft word, Excel, Power point.

### 4. Personal Quality

- Team work and ability to work independently while functioning as a member of a team
- Good communication skills
- · Good attitude and behaviour
- Patience and ability to work under pressure.