



JOB DESCRIPTION

Position Title	: Laboratory Assistant
Department	: Faculty of Science and Technology
Report to	: Science Research Program Manager
Reportee (if any)	: N/A
Location	: University of Puthisastra, Phnom Penh

I. Duties and Responsibilities:

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

- Assist prepare materials and supplies support PW course exam and supplies preparation ready before the exam in lab room
- Support preparation for event such as UP discovery, Provincial outreach, trainings, and workshops
- Support stocking lab supplies and materials for Lab Operation
- Support stock inventory of the FST inventory
- Support the FST machines and equipment daily maintain and preventive maintenance
- Assure lab rooms cleanliness in daily work operation and also for special preparation for any visit
- Assist instructors on practical exam
- Assist on FST marketing outreach event to promote science research programs
- Identify potential issue and trouble in lab rooms
- Coordinate with students in volunteer and other training of extra-curriculum including workshop and seminar event supporter
- Lead student clerkship/internship placement in partner medical laboratories or hospitals or industrial
- Actively report any mishap or incident in the lab and during in performance
- Work closely with the lecturer to assist students in the practical classroom / be able to teach lab activities.
- Performs other duties as requested by line manager

II. Minimum Qualifications and Requirements:

1. Education:

- Bachelor Degree in Sciences and/or any related fields.

2. Experience:

- Fresh graduate
- Experience working in a laboratory or school setting is desirable
- Familiar with the computer use (Word, Excel).
- Strong organizational and communication skills.
- Comfortable working in a multicultural and scientific environment.

3. Skills/Competencies: ● Strong communication skills

- Ability to work independently while also functioning as a member of a team.
- Time management skills.
- Strong computer skills: Windows and Microsoft Office operating systems.
- Good attitude and behavior
- Patience and ability to work under pressure.
- Ability and willingness to learn new tasks rapidly.