

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. Duties and Responsibilities:

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.