

JOB DESCRIPTION

Position Title	:	Pharmacy Laboratory Assistant
Department	:	Pharmacy
Report to	:	Head of Basic Pharmaceutical
Reportee (if any)	:	NA
Location	:	University of Puthisastra, Phnom

I. Position Summary:

- Ensure effective, organized, and safe management of the Organic Chemistry Laboratory during practical work sessions.

II. Duties and Responsibilities:

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

- Improve and develop the Pharmacy Organic Chemistry Laboratory to meet national and international standards and support research activities.
- Manage the Pharmacy Organic Chemistry Laboratory and optimize laboratory operations and processes.
- Manage stock control and inventory of chemicals, reagents, materials, and equipment for the Organic Chemistry Laboratory.
- Request chemical reagents, materials, and equipment required for the Organic Chemistry Laboratory.
- Arrange and coordinate the Organic Chemistry Laboratory schedule.
- File and maintain documents and records related to the Organic Chemistry Laboratory.
- Be present and assist during Organic Chemistry practical work sessions.
- Demonstrate and provide guidance to staff and students on the proper care and safe use of equipment and chemical reagents in the Organic Chemistry Laboratory.
- Diagnose equipment malfunctions and arrange for repair or maintenance by the relevant technician or external service provider.
- Report the progress and any issues arising from Organic Chemistry practical work sessions.
- Perform other tasks related to the Organic Chemistry Laboratory as assigned by the supervisor.

III. Minimum Qualifications and Requirements:**1. 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