

**Job Title:** Laboratory Assistant/Safety Assistant

**Accountable To:** Laboratory Supervisor/Safety Director

**Education:** Diploma in Microbiology or related biological sciences; or B.Sc. in Microbiology or related biological sciences

**Description:**

- Cleans/maintains/calibrates/operates laboratory equipment on a routine basis; documents actions related to laboratory apparatus, equipment, glassware, instruments, and safety devices; and notifies supervisor when repair or service is needed.
- Prepares and performs QC checks on reagents, samples, and solutions.
- Decontaminates and disposes of laboratory waste.
- Assists Safety Director with safety-related tasks, including: Inventory and maintenance of safety equipment; documenting and addressing safety concerns; performing and evaluation of inspections and risk assessments; creating and reviewing safety-related documentation; participating on the Health and Safety Committee.
- Works closely with the team in completion of MBEC Assay® plate production and packaging.
- Keeps accurate records of work carried out.
- Maintains inventories of laboratory supplies.
- Participates in the completion of contract research and internal R&D studies.
- Participates in laboratory meetings.
- Upholds and practices the company policies and procedures as outlined in the employee handbook.

**Skills required:**

- Trained in laboratory techniques and procedures.
- Must be proficient in Microsoft Office: MS Word, Excel, PowerPoint, Outlook.
- Strong organizational skills.

**Preferred skills:**

- Trained in Microbiology or related biological sciences.
- Experience with a Quality System (GLP, GMP, or ISO).
- Strong verbal and written communication skills.

**Compensation:**

- Salary range is \$36,000-\$43,500 annually. To be determined, based on training and experience.

Submit resumes via e-mail to [info@innovotech.ca](mailto:info@innovotech.ca).