

VACANCY

Job title:	Clerk (Biorepository and Shipping) (12 -Month Fixed Term Contract)
Type:	Permanent <input type="checkbox"/> Fixed Term <input checked="" type="checkbox"/> Temporary <input type="checkbox"/>
Main purpose of the job:	To effectively, timely and accurately perform a range of clerical and administrative duties in accordance with the relevant policies and procedures for the Repository and Shipping department.
Location:	Wits Diagnostic Innovation Hub – Braamfontein
Closing date:	08 January 2024
Submit detailed CV to:	vacancies2@witshealth.co.za
Advert reference number:	Clerk
In accordance with our Employment Equity goals and plan, preference will be given to suitable applicants from designated groups as defined in the Employment Equity Act 55 of 1998 and subsequent amendments thereto.	

Key performance areas

- Receive samples as per referral list.
- Centrifuge and separate samples according to protocol specifications
- Accurately input data into LDMS, LIMS systems and allocate storage positions for retrieval purposes.
- Attached correct LDMS labels on samples.
- Physically store samples according to the storage locations on LDMS.
- Ensure quality checks for samples logging and processing, using requisition forms and chain of custody forms.
- Check storage reports data on LDMS and LIMS before sending out to sites.
- Receive a list of samples for retrieval and shipping.
- Trace samples on LDMS and physically in freezers
- Remove, prepare, and ship samples to testing laboratories and central biorepositories locally and abroad.
- Perform necessary quality checks to ensure retrieved samples are according to the request list.
- Prepare cryoboxes for shipping.
- Ensure packaging of samples into the correct shipping container.
- Complete relevant shipment tracking paperwork.
- Arrange for shipment collection.
- Ensure daily maintenance of freezers to monitor good working order.
- Sign maintenance log to ensure equipment are functioning well.
- Troubleshoot and keep an auditable trail of equipment malfunction.
- Maintain a clean, neat, and tidy work area.

Required minimum education and training

Diploma/ bachelor's degree in medical laboratory sciences

Required minimum work experience

Minimum 1 years' experience in medical related administration is favourable.

Desirable additional education, work experience and personal abilities.

Attention to detail. Good time management skills.

Self-motivated, able to work independently and work as part of a multidisciplinary team.

A clinical Trial background with biorepository experience advantageous.

Computer literacy with good knowledge of working with excel worksheets. Good Clinical Laboratory Practice course completion.

IATA certification for shipment of dangerous goods.

Should you be interested in applying for this vacancy, please send an email to vacancies2@witshealth.co.za The subject heading of the email must read **Clerk** and the job title of position applying for. Please include the following documentation:

- A cover letter (maximum one page) that clearly states which vacancy you are applying for
- A detailed CV