



Career Opportunity

ALS is Growing - Think of Your Possibilities!

ALS Group is one of the largest, most geographically diverse laboratory testing companies in the world. ALS has over 100 locations and in excess of 5,000 staff operating in 37 countries throughout Australia, North America, South America, Africa, Europe, and Asia. For more information, please visit our website at www.alsglobal.com.

How Can the ALS Group Help You Grow?

- Superb opportunities to grow within our company, as we plan to expand our workforce!
- Outstanding benefits plan to help support you and help you feel confident about growing your family.
- Comprehensive educational assistance programs to help you grow your career!
- Excellent work-life balance enables you to grow your activities and interests outside the workplace!
- Fantastic group, 401K plan, to help you grow your retirement fund.

Diversity

ALS is a worldwide company that intuitively embraces new ideas and different ways of doing things, as we have learned from our culturally diverse and global workforce. We love to promote from within. Once you start employment with ALS, your employment opportunities could grow from local to international!

Interested? Take the Next Step!

Carefully read the minimum requirements for this position and apply **if you meet or exceed** them. If you are interested in professional growth, working for an industry leader, and working for a company that embraces a culture that strives to reward those that make a difference, come join us!





We are currently recruiting for a:

SAMPLE ENTRY CLERK

Location: This position is located in Cleveland, OH

Reports to: Sample Entry Supervisor

The Sample Entry Clerk processes incoming samples by unpacking and sorting the samples into trays, and prepares them for entry into the LIMS system. The Sample Entry Clerk is also logs the information into the LIMS system. To perform this job successfully, an individual must perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Primary Responsibilities

- Process (Open, sort, prioritize, label and “tray”) ALL incoming samples by end of daily shift
- Responsible for organizing samples and lining them in sample trays
- Ensure all samples contain correct customer provided information. Add any information from mailing container (such as unit number, compartment type, etc.) or missing information that can be accurately added to the paperwork. Keep all paperwork that arrives with the sample together with the sample.
- Communicate ongoing customer paperwork issues to the supervisor.
- Log all sample information into the LIMS system in an accurate and timely fashion to ensure optimal sample turnaround time.
- Contact customers via phone and email with sample information inquiries
- Answer incoming calls into the lab
- Know and follow all safety requirements, utilize appropriate equipment and PPE to ensure safety in the work area.

Required Skills:

- High School diploma.
- Working knowledge of computer software.





- Ability to lift up to 25 pounds.
- Must be able to multi-task
- Strong commitment to quality and integrity.
- Communicate well, both verbally and written, with clients as well as other employees.
- Self-motivated and willing to provide assistance to fellow team members without prompting.
- Diligent work ethic and the ability to work independently.
- Attention to detail and high degree of accuracy.
- Ability to work under pressure and adhere to strict deadlines.
- Strong organizational skills with the ability to handle numerous details.
- High energy level, confidence and ability to thrive in a fast paced environment.
- Ability to work overtime, evenings and weekends.

We are and Equal Opportunity Employer

We would like to thank everyone for their interest in ALS Laboratory Group but only candidates selected for an interview will be contacted.

