

JOB DESCRIPTION

The nature of **LIN-ZHI INTERNATIONAL's** business dictates that personnel must remain flexible with the ability to accept responsibilities within their educational and training levels. These may be different from those stated on their 'Terms of Employment'.

JOB TITLE:

Laboratory Technician/Animal Technician

RESPONSIBLE TO:

Production Manager

GENERAL DUTIES:

- The Laboratory Technician/Animal Technician supports the Production Department, Packaging Department, and Immunology Department, by maintaining labware, documentation, inventory, maintenance, animal control, upkeep of mouse facilities, and helping with special projects. Animal Technician duties will be 10% of the Laboratory Technician/Animal Technician position.
- * Additional duties may be added as the need arises

SPECIFIC DUTIES

- Maintain lab-ware, bulk containers, laboratory equipment and instrument consumables by cleaning and washing
- Keeps laboratory supplies ready and stocked
- Scan, indexes, files, and maintains production records
- Animal Technician Duties (10% or less of duties) including: Maintenance and upkeep of mouse facilities, Maintenance of laboratory mice, Inventory management of animal colony supplies,
- Weekly cage cleaning, bottle washing and feeding; Cleaning and maintenance record keeping;
- Proper receipt and transfer of animal shipments; Tail and/or ear marking
- Assemble finished good products and print using barcode software, label, fill, cap, and package.
- Examine and inspect labels and finished good products to ensure that packing specifications are met.
- * Additional duties may be added as the need arises

QUALIFICATION & EXPERIENCE REQUIREMENTS:

- High School Graduate or equivalent
- Previous experience handling mice is preferred but not required
- Attention to detail
- Good organizational skills
- Follows instructions well
- Ability to work well on a team
- Must be able to and lift up to 40 lbs.
- * After hiring, require to provide a vaccination record and/or confirm current Hepatitis B status.

LIN-ZHI INTERNATIONAL, INC.
STANDARD OPERATING PROCEDURE

REF: ADM/0232
ISSUE: 3
REV: 4
DATE: 07/01/19

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Lin-Zhi International, Inc. is committed to building a diverse and inclusive work environment that reflects the society and communities in which we are located. We are committed to diversity and actively seek out applicants from groups facing systemic inequities in the biotech world.

Lin-Zhi International, Inc. is an equal opportunity employer. We enthusiastically welcome and accept our responsibility to make employment decisions without regard to race, gender, sex, sexual orientation, gender identity, age, religious creed, color, national origin, religion, marital status, medical condition as defined under State law, disability, genetic information, military service, pregnancy, childbirth and related medical conditions or any other classification protected by federal, state, and/or local laws and ordinances.

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