

## **Sample Custodian Position**

This position is full time Monday to Friday from 8AM to 5PM. Salary based on DOE with health and retirement benefits provided.

The Sample Custodian is responsible for the receipt, log-in, storage, distribution and destruction of study samples in accordance with Standard Operating Procedures.

### **Essential Duties and Tasks:**

- Receives, stores and distributes samples in accordance with GLP and SOP guidelines
- Corresponds with clients/sponsors to resolve sample receipt issues in accordance with SOPs and FDA guidance
- Records, tracks and verifies study sample receipt in LIMS
- Coordinates with clients to schedule destruction or shipment of study samples per SOP, GLP and client guidelines
- Destroys study samples per SOP, GLP and client guidelines
- Maintains appropriate documentation for all materials received, shipped or destroyed

### **Education and Experience Requirements:**

- Bachelor's degree in a physical, biological or chemistry science preferred
- High school diploma
- 1-3 years of work experience
- Working knowledge of MS Office
- Work experience with computers

### **Skills and Abilities Requirements:**

- Skills in verbal and written communication
- Skills in organization
- Ability to interpret procedures, regulations and guidelines
- Ability to enter data and work accurately with computer

### **Physical Requirements:**

- Standing or sitting 2/3 of the time
- Climbing, balancing, stooping, or kneeling less than 1/3 of the time
- Working in front of the computer monitor up to 2/3 of the time