Job Description for Lab Technician

Job Title: Lab Technician

Supervisor’s Title: HOD Chemistry

Department: Chemistry

Job Summary:

Assist the concerned faculty to smoothly conduct the practical, maintenance of laboratory and equipment

Tasks, Duties & Responsibilities:

- Assist the concerned faculty to smoothly conduct the practical.
- Help students in performing the experiments.
- Maintenance of lab equipment.
- Tracking vendors.
- Record keeping and data updating.
- Other jobs assigned time to time by department.

Person Specifications:

Qualifications-

Essential:

- BSc in chemistry.
- Basic knowledge of computers.

Desirable:

- PG in chemistry
- Proficiency in any particular instrument

Skills and abilities:

- Fair written and English speaking skills
- General awareness about the operations of the department
- Ability to promptly complete tasks with attention to detail
- Positive attitude towards others in the department.