

Cancer Genetics, Inc. (CGI) is an emerging leader in personalized medicine, offering products and services that enable cancer diagnostics as well as treatments that are tailored to the specific genetic profile of the individual.

Products being developed at CGI are poised to transform cancer patient management, increase treatment efficacy, and reduce healthcare costs. CGI's cutting-edge proprietary tests and state of the art reference lab provide genomic information where patients and their physicians need it most – to diagnose, monitor and inform cancer treatment.

CGI's state of the art reference lab is focused entirely on maintaining clinical excellence and is both CLIA certified and CAP accredited. In addition we have approvals and accreditations from the states of Florida, Maryland, New York, and New Jersey. Our leading-edge test menu is entirely focused on oncology and provides insights and clarity to inform and guide personalized cancer treatment through the use of our core labs in: Flow Cytometry, Molecular Diagnostics, Microarrays, Immunohistochemistry, Anatomical Pathology and Cytogenetics.

JOB TITLE: Client Services Representative (Accessioning) – Part Time

Headquarters: 201 Route 17 North, 2nd Floor
Rutherford, NJ 07070

Location: Rutherford, NJ 07070

Reporting: Laboratory Manager

Salary: Compensation based on experience

Summary

The accessioning Technician is responsible for general support functions within the Specimen Processing Department. This position requires a data entry background. Functions performed may include but are not limited to pickup and delivery of processed specimens to the laboratory. All functions must be performed with confidence, accuracy and in a timely manner. The job is complex and requires that employee have good organizational skills and is able to learn and understand specimen types related to test(s) ordered by client. The Accessioning Technician must have the ability to learn and understand the compliance regulations related to test ordering which may change. This position is critical to qualify for customer satisfaction. Additionally, since many changes do occur from day to day, great flexibility on the part of the Accessioning Technician is required. The Accessioning Technician will be exposed to many different demands made by the customer or the laboratory.

Essential Duties and Responsibilities

Note: Other duties may be assigned.

- Responsible for all responsibilities of the Specimen Preparation Assistant.
- Demonstrates an ability to learn the job duties assigned to the Accessioning Technician, and develops an understanding of how all functions in Specimen Processing fit together.
- Identifies problems with specimen types, missing information etc. and resolves them appropriately.
- Demonstrates an understanding of the compliance policies related to test ordering, which requires developing ability to research test ordering information on translation tables, computer system, and the directory of services.
- Understands the complex relationship between test(s) ordered and specimen received.
- Completes all required written documentation, legibly and within the assigned timeframe.
- Learns additional functions within Specimen Processing to allow timely progression.
- Effectively communicate with physicians, office staff and other clients clearly and professionally.
- Verify requisition receipt and type of specimen submitted by the Physician's office.
- Perform data entry into Laboratory Information System.
- Schedule, track sample pickup and deliveries by courier.
- Prepare specimens for analysis by the respective departmental laboratory staff.
- Enter test requisition information into computer system and label tubes.
- Responsible for maintaining excellence and efficiency in the department.
- Resolves client issues and performs duties as required to meet customer requirements.

Maintain complete and accurate records of verbal communication with Physicians office
Report laboratory results to clients using established protocols.

All tasks must be performed using universal precautions against biohazard material.
Candidate must be able to work independently and as a team player.

Hours: 25-30 hrs/week (Monday through Friday, preferably evening time). Timings are flexible and will be based on work load.

Qualifications

Basic Qualifications

- High school degree
- Minimum 2 years of experience using Microsoft Windows based system, Microsoft Office, Excel and Word programs.

- Ability to handle multiple tasks simultaneously and works in a production environment.
- Able to communicate with all levels of staff.
- Ability to maintain composure while working under pressure.
- Reflect good judgment at all times when determining what action to take when resolving problems.
- Work in a biohazard environment, practicing good safety habits.
- Ability to sit or stand for long periods of time.
- Demonstrates strong interpersonal skills that foster a positive environment.
- Demonstrates flexibility and ability to adapt to change.

Preferred Qualifications

- Associates in Life Science OR Lab Technologist Certification
- Medical background preferred which includes medical terminology applicable to a clinical laboratory
- Position requires strong data entry experience
- Previous experience with customer service background preferred

Computer Skills

- Minimum 2 years of experience using Microsoft Windows based system, Microsoft Office, Excel and Word programs.

Certificates, Licenses, Registrations

N/A

This job profile describes the duties and requirements of the position. Requirements stated are representative of minimum levels of knowledge, skills and/or abilities required to successfully perform the job. This position requires at least 25-30 hours a week and may occasionally require additional time evenings and weekends to meet deadlines or solve unexpected problems. The employee may be asked to perform other job-related duties as required.

How to Apply: Email

Please send your resume with a cover letter by email to: hr@cancergenetics.com

EQUAL OPPORTUNITY EMPLOYER