

Laboratory Clerical Associate

NO EXPERIENCE NECESSARY – COMPETITIVE WAGES – ENTRY LEVEL

We're seeking a full-time, entry-level Clerical Associate with precise organizational skills, a dedicated manner, and proficiency in working both independently and with a team. Hours will run from 12PM-8PM Monday-Friday, with some flexibility depending upon workload. Must be willing to work overtime when necessary.

Serving clients all throughout the east coast, Phoenix Labs is a profitable, progressive, and rapidly-growing environmental laboratory dedicated to providing clients with quality service and swift turnaround times. We're seeking applicants who are looking to jump-start a long-lasting career in environmental sciences, in the hopes that together we can advance to even greater heights! We proudly commit to personally training our employees, including those with no prior experience, so that they can achieve great success no matter their position, and always look to promote from within the company first.

JOB DUTIES

Candidate will be trained in:

- Front desk reception,
- Data entry,
- Processing and receiving environmental samples, which entails:
 - Interacting with and assisting clients when necessary during sample drop-offs.
 - Assessing chains of custody and storing/transporting samples to their correct cooler or container based upon their paperwork.
 - Entering sample information into the Laboratory Information Management System.
 - Labeling samples and containers in accordance with their identification data.
 - Organizing samples numerically.
- Fielding phone calls,
- And miscellaneous clerical tasks.

Working with computers and Microsoft Office will be expected, and training in minor shipping and reception may occur depending upon times worked. Ability to adhere to standard operating procedures, and to remain efficient in a fast-paced environment is crucial. Applicant will be standing and sitting for the duration of the shift, and will be equipped with personal protective gear when working with samples. Must be able to lift up to 30lbs., some lifting and crouching may be required.

BENEFITS

We're an employee-oriented essential business that seeks to work with our workers' needs and create a thriving, welcoming environment for every individual. Inner-company growth is common and comprehensive benefits including:

- Health, Vision, Dental, and Life Insurance,
- 401(k) opportunities,
- Long and Short-Term Disability,
- Generous PTO and leave policies,
- A Flexible Spending Account,
- A Health Reimbursement Account,
- An Employee Assistance Program,
- Free Gym Membership,

and more, ensure that employees are taken care of in and outside of the workplace!

SALARY

\$18 per hour to start.

Interested parties must be over 18 years old.

Phoenix Labs utilizes an "employee-first" mentality; we work to ensure that every voice is heard, employees are as comfortable and happy as is possible, and that each individual is provided the conditions they need to work safely and efficiently- we're more than willing to adjust one's position as needed. If you are interested in joining our team long-term and growing alongside us, please upload your resume!

We utilize an "employee-first" mentality- if you're interested in joining our team and growing alongside us, please send your resume to Jess H. at jessica@phoenixlabs.com!

NO PHONE CALLS PLEASE.



Laboratory Courier

ENTRY LEVEL – EXTENSIVE BENEFITS – COMPETITIVE WAGES

Serving clients all throughout the east coast, Phoenix Labs is a profitable, progressive, and rapidly-growing environmental laboratory located in CT, dedicated to providing clients with quality service and swift turnaround times. We proudly commit to personally training our employees, including those with no prior experience, so that they can achieve great success no matter their position, and always look to promote from within the company first.

We're seeking organized, dependable, and motivated full-time couriers who can efficiently plan their route around a fluctuating schedule. Starting and finishing times will vary day-to-day, so flexibility in this area is crucial, and overtime is usually required for this opening. Drivers will be working Monday-Friday, performing pick-ups and deliveries in a company-provided vehicle. Phoenix will cover all associated costs, including but not limited to fuel and maintenance! **Valid, current driver's license required.**

JOB DUTIES

The candidate will conduct laboratory sample pick-ups from businesses in a company-owned vehicle. A daily schedule will be provided, with assigned stops that must be adhered to. The current opening covers a territory that is primarily in the New York City and New Jersey region so experience driving in this area is a BIG, BIG plus!

Applicant must be able to lift at least 50lbs., some crouching and carrying of samples is required. Manual transportation of sample coolers via cart and hand truck/dolly is often necessary, and personal protective equipment will be provided when needed.

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and more, ensure that employees are taken care of in and outside of the workplace!

SALARY

\$18 - \$20 per hour.

CLEAN DRIVING RECORD A MUST! All applicants will be subject to Investigative Consumer Reports of both Driving History and overall Background prior to their first day working in the facility; a clean record is a condition of employment.

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NO PHONE CALLS PLEASE.

