



Bioanalytical & Biomarker Services

Sample Control Agent

KCAS Bioanalytical & Biomarker Services is seeking a Sample Control Agent to be a team player in supporting bioanalytical work within its GLP bioanalytical laboratory in Shawnee, Kansas. KCAS is a contract research organization (CRO) providing bioanalytical & biomarker services to pharmaceutical clients in support of drug developments, preclinical and clinical studies.

This job ad is meant to provide a brief overview of the nature and level of work being performed and does not imply that these are the only duties to be performed.

Position Summary:

The Sample Control Agent is responsible for receiving, logging, storing, and tracking biological samples in Watson LIMS. Also responsible for chain of custody of materials including reference standards and controlled substances for check in/out, archive storage, disposal or return, and continuous inventory. Coordinates biological laboratory department activities to ensure timely delivery of samples. Responsible for daily communication with laboratory managers and personnel to establish priorities of new or existing samples due to scheduling changes. Responsible for documentation, sample database entry, discrepancy reporting, packaging and mailing, and securing and handling controlled substance samples.

Key Job Responsibilities:

Typical responsibilities of the Sample Control Agent may include, but are not limited to, the following:

- Logs incoming biological study samples into Watson LIMS.,
 - Establishes and creates inventory file for project team.
 - Maintain Chain of Custody of Reference Materials upon receipt, by logging into a database all information pertaining to the material and checking in and out material for use of lab personnel.
 - Conducts a routine inventories of reference standard expiration dates.
 - Archiving or discarding any expired or consumed reference materials according to applicable safety standards.
 - Upon completion of study analysis, will track samples through short or long-term storage, shipment and/or disposal pending client request.
 - Assists with problem solving for transaction discrepancies.
 - Receive and log controlled substances.
 - Coordinates required transfer documentation for controlled substance samples between applicable groups. Assists the controlled substance POA, with preparation of ARCOS or inventory reporting.
 - Monitor temperature readings for storage units using the Rees Centron Monitoring System. This will include responding to alarms and performing material relocation.
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Sample Control Agent

Education:

High School Diploma (required)
Proficient working in Excel, Word, Outlook, and Access

Competencies, Skills & Personal Attributes:

- Experience in a laboratory environment and preferably with Watson LIMS
- Excellent communication skills, oral and written.
- Excellent organizational skills and ability to multi-task.
- Strong attention to detail.
- Perform all aspects of job in a way that supports company brand and supports company mission, vision and values.
- Experience using an electronic monitoring system such as Rees.
- Experience with Microsoft Office components.

Physical Requirements

- Ability to lift 30 pounds.
- Ability to sit or stand for extended periods of time.
- Ability to convey complex information clearly and concisely.
- Ability to ascend and descend stairs.
- Ability to work closely with dry ice and handle sub-frozen packaging.