



DEPARTMENT OF PHARMACY

JOB DESCRIPTION & PERSON SPECIFICATION FOR LAB ASSISTANT

1. JOB INFORMATION

Post Title: **LAB ASSISTANT OF PHARMACY**
Mode: **Full Time**
Ref No: **WUB/HR/Lab_Asst._Phar/2023(006)**

2. JOB DESCRIPTION

Main Duties and Responsibilities

Have to work ability in Pharmacy Labs.

Maintaining equipment, recording and sorting of laboratory data.

Ensure all laboratory resources are utilized efficiently and correctly.

Carry out other related duties as and when assigned by the instructor/ teacher and proper reporting.

Take class attendance and monitoring attendance records.

Prepare and develop various teaching aids.

Distribute assignment and collection when they are completed.

Observe students' performance and record relevant data to assess progress.

Good knowledge on in home lab equipment's with chemicals, on machine handling policy, on all consumption and quality management system.

Time to time need to be update of any kind of new equipment.

Practice all health and safety procedures.

AND such other duties as are within the scope of the spirit of the job purpose, the title of the post and its grading.

Supervision Given

Other colleagues as appropriate.

Salary Range: BDT: Tk. 16,050/- to Tk. 20,000/- (Per Month)

PERSON SPECIFICATION FOR LAB ASSISTANT

ATTRIBUTES	ESSENTIAL	DESIRABLE
Education / Qualifications	B. Sc. degree in Chemistry/ Diploma in Pathology/ Diploma in Pharmacy or HSC in Science background.	Sufficient language skills in English and Bengali.
Experience	Experience persons will be given preference.	Up to date knowledge on lab equipment's.
Job Related Skills and Capabilities	Commitment to delivering high quality services. Good organizational and management skills.	Evidence of successful external network.
Interpersonal Skills	Effective oral and written communication skills in both individual and group situations.	Supporting to less experienced colleagues.
Other Requirements	Willingness to travel abroad to undertake administrative and related activities related to the role.	NA

Instructions

For further information, please send your enquiries to the Mr. Md. Abdul Jalil at aj.masud@wub.edu.bd. An online application forms must be filled from <http://jobs.wub.edu.bd>