



Ndlovu Care Group is a South African NGO based in a rural environment, Elandsdoorn, Limpopo Province which provides comprehensive integrated Health, Child Care & Community Development and Medical Research services as part of a large scale development program

Visit our website www.ndlovucaregroup.com

Ndlovu Care Group is currently looking for the following motivated candidate for the Laboratory Administrator position at our Research Centre in Elandsdoorn (Moutse-Limpopo):-

Laboratory Administrator

Job Purpose:

To participate in all laboratory admin related activities at Ndlovu Laboratories

Minimum requirements:

- Matric certificate
- Post matric qualification in admin related course will be an advantage
- Advanced typing skills
- Excellent computer skills (Microsoft word, excel)
- 1-2 years diagnostic/research laboratory experience
- 1-2 years experience in data capturing/administration
- Good clinical practice (GCP)
- IATA

Key Responsibilities:

- Ensuring the sample chain of custody logs are completed accurately and kept in appropriate files
- Tracking of reports/records sent to clients and referral labs
- Ensuring that lab reports and lab requisition forms and sample collection kits are taken to the medical clinic
- Responsible for switchboard/telephone operations of the laboratory.
- Assist in resolving client queries
- Daily arrangements of courier services
- Stock counting and reporting on orders that need to be place
- Archiving of completed laboratory forms and logs

- Keeping reception area clean and tidy
- Liaise with the manager and staff and immediately inform them of any problems with any of the above mentioned activities
- Conduct any other instruction direct from the manager and or supervisor

Candidates should submit their motivation letter and detailed CV to recruitment@ndlovu.com
Please note that if you have not had a response from us within 7 days after the closing date of this advert, you can deem your application as unsuccessful.

Closing date: 11 November 2020