



SAMPLE RECEIVING ASSISTANT

Riverside, CA

Date Posted: March 2018

Babcock Labs is seeking an afternoon shift Entry-Level Sample Receiving Assistant, responsible for all sample receiving and communication of client analysis requirements. The shift for this full-time position would begin at noon.

The Right Fit

If the following statements describe you, keep reading about this opportunity to join our team:

- I pride myself on my ability to honor commitments, meet deadlines, and be responsive to the needs of others.
- I am reliable and always put forth my best effort.
- I enjoy cultivating meaningful relationships with clients and coworkers.
- I endeavor to always do the right thing.

Rate per Hour: \$13—16

About Us

Babcock Laboratories has been safeguarding public health and the environment through expert analytical testing services for over 110 years. We are a 100% employee-owned company that values integrity, respect, knowledge, equity, accountability, communication, and camaraderie. How will *you* contribute to our legacy?

The Ideal Candidate

- Is detail-oriented, thorough, and able to perform data entry quickly and efficiently
- Has excellent customer service, critical thinking, and communication skills
- Can work both independently and collaboratively with other team members
- Identifies problems and uses appropriate resources to find solutions
- Abides by company policies and procedures including ethical and legal responsibilities, and the preservation of client confidentiality

In addition to pay and [benefits](#), Babcock Labs is an employee-owned company and employee owners are rewarded for long and loyal service to the Company through stock ownership opportunities. [Learn more.](#)

Duties and Responsibilities

- Receive samples, verifying that chain of custody documentation is complete and correct
- Enter sample data quickly and efficiently
- Assist clients and visitors at the front counter, offering friendly and helpful customer service

Requirements

- Must be able to type at a corrected rate of forty-five (45) net words per minute
- High school graduate with some college coursework in chemistry, biology, or a related science field preferred
- Laboratory and/or customer service experience preferred

To Apply

Complete the online job application ([click here](#))

As required by federal law we must record certain statistical information to be part of our Affirmative Action Plan. The information you provide on both voluntary self-identification forms will remain confidential and will not be used against you in any way.

Learn More:

www.babcocklabs.com/careers