

Job Description

- Title:** Lab Technician/ Veterinary Assistant
- Reporting Relationship:** Reports to Lead Veterinarian & Embryo Transfer Manager
- Overview:** This position will be focused in the embryo lab, performing the daily functions of the lab including but not limited to: performing IVF cycles, searching for embryos, running blood pregnancy tests, as well as daily cleaning and preparation for following days tasks. In addition to lab duties employee will be expected to assist the veterinarian with appointments as needed as well as cleaning and sterilizing surgical equipment.
- Qualifications:**
- Sanitary and proficient laboratory techniques
 - Must be willing and able to work with and around both livestock and small animals
 - Must possess a friendly, positive attitude & organizational skills, as this position represents the image of Reproduction Enterprises Inc. to callers & customers
 - Communicate pleasantly with the public
 - Strong interpersonal and communication skills
 - Must maintain a high level of confidentiality
 - Proficiency in the use of computers and office equipment
 - Ability to collaborate with other team members
 - Ability to efficiently manage time and prioritize multiple tasks
 - Ability to evaluate one's own learning needs and seek out educational opportunities
 - Must be a team player who is willing to step outside of normal job function and assist in other areas when needed

**Essential
Job Responsibilities:**

- 1) Performing all aspects of In-Vitro Fertilization in lab
- 2) Performing searches and evaluation of conventionally derived embryos
- 3) Semen & Embryo Management – Ensure needed semen and/or embryos are available
- 4) Communicate with customers to facilitate breeding/embryo transfer and billing. Share information gathered from customers with appropriate team members. Coordinate customer care throughout the facility
- 5) Laboratory assistance with breeding and embryo transfer
- 6) Assist with on farm services when needed (overnight on rare occasion)
- 7) Insure semen and embryos are available for in-clinic and on-farm services.
- 8) Assistance with schools – Enroll students, schedule instructors and be available for students and miscellaneous needs during each school
- 9) Assisting the Veterinarian with tasks as they assign
- 10) Clean and sterilize surgical equipment post operation
- 11) File management – both paper and electronic
- 12) Follow facility guidelines and protocols and help develop new ones
- 13) Participate in team meetings as requested.
- 14) Participate in team development and promote team cohesiveness
- 15) Other tasks as assigned