



Job Description for Position: Laboratory Assistant

Responsibilities:

- To conduct maintenance, calibration and cleaning of laboratory equipment.
- To manage inventory of experimental raw materials and material.
- To keep track of lab supplies and chemicals and ensure sufficient stock available for classes.
- To liaise with teachers to ensure the materials and equipment are provided for lessons as requested and securely stored afterwards.
- To ensure health and safety procedures are followed at all times and that all laboratories are maintained in a safe and healthy manner.
- To assist the teachers by providing technical support during practical lessons as required.
- To purchase of supplies in accordance with school purchasing policy.

Requirements

- Possess at least a Degree in Science/Biology or equivalent.
- Minimum 2 years of laboratory working experience.
- Proficient in English and Malay, both in written and spoken.
- Hardworking and able to work independently.

Interested applicants are invited to submit a comprehensive C.V, a recent passport-sized photo, contact details of 2 references, current and expected salary to: jobs@rafflesia.edu.my