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| **Title of Position** | Nursing & Health Lab Assistant |
| **Department** | School of Health & Community Service |

**Primary Job Duties**

**Inventory No. / Job Task Details**

1.10 Respond to general inquiries (email, phone, in person), providing customer service, basic instruction and direct students/staff to appropriate personnel or resources

3.01 Assist with health and safety observations, ensuring requirements are being met and maintained (PPE, proper machine and/or equipment function etc.)

3.02 Assist with classroom set-up and/or lab preparation and closing procedures

4.10 Monitor and record observations and details of work in daily log providing information and data collected

**Qualifications**

* Current student of Fleming College
* Enrolled in a related program of study
* Good verbal and written communication skills
* Good human relations and interpersonal skills
* Knowledge of general office procedures
* Prior experience in a customer service environment
* Good organizational skills, with the ability to multi-task
* Ability to use common office equipment such as photocopiers, fax machines, etc.
* Ability to follow verbal and written instructions, seeking advice from manager/leader as required
* Ability to communicate effectively and function as a team player
* Demonstrated attention to detail