



Alpha Labs is a diverse healthcare services company focused on delivering quality customer service and helping our clients deliver better patient care through our laboratory and diagnostic services. We are dedicated to maximizing the potential of our greatest asset: our employees. We embrace change and the opportunity it brings. Together, we are advancing health care for all.

SPECIMEN HANDLING SUPERVISOR

We are looking for a full-time Laboratory Supervisor to oversee the workflow of the Specimen Handling Department. As a supervisor, you excel in problem-solving and take pride in ensuring that operations are productive. You will be responsible for supplies and equipment, health and safety, training, quality control and assurance. The role involves placement of staff, scheduling, coaching, performance appraisals and resolving issues for the effective operation of the Specimen Handling Department. As a leader, you will act in a liaison capacity with management and directors/consultants.

Responsibilities

- **Organizes workflow and ensures that laboratory employees understand and perform their tasks efficiently and effectively**
- **Ensures that SOPs are current, available and all employees are trained in procedures**
- **Monitors employee productivity and provides constructive feedback**
- **Sets goals for performance for self / employees and conducts annual performance evaluations in a timely manner**
- **Creates schedules to prevent gaps and meet organizational needs**
- **Quality Assurance, Quality Control**
- **Responsible for adherence to company policies and procedures**
- **Maintains proper documentation of quality control tests and results including equipment maintenance**

Qualifications

- **Minimum six (6) years as an MLT with at least three (3) years in a supervisory capacity**
- **IQMH and Accreditation knowledge and background**
- **Understanding and application of safe work practices**
- **Demonstrated knowledge of legislation, regulations (including PIPEDA and PHIPA) and accreditation requirements.**

License/Certification

- Current registration in good standing is required with the College of Medical Laboratory Technologists of Ontario.
- **CMLTO Registration Certificate required**

Skills and Abilities

- Outstanding organizational and leadership skills
- Demonstrated risk management knowledge and application
- Problem solving skills that assist you with identifying and resolving issues
- Collaborative mindset and ability to motivate others
- Intermediate knowledge of LIS and MS Office

Benefits

- Company events
- Dental care
- Disability insurance
- Extended health care
- Life insurance
- Complimentary On-site parking
- Paid time off
- Profit sharing
- RRSP match
- Vision care

We welcome and encourage applicants from diverse backgrounds. We are committed to providing accessible employment practices that are compliant with the Accessibility for Ontarians with Disabilities Act. If you are selected to move forward , please advise us if you require an accommodation.

Please forward your cover letter and resume in one document to hr@alphalabs.ca.

While we thank all applicants, only those selected for an interview will be contacted.