



NORTHEAST LABORATORY SERVICES

Job Description

Job Title:	LABORATORY INFORMATION SYSTEMS SPECIALIST
Department:	Administration
Reports to:	IS Manager
Schedule:	Monday – Friday (or to be determined by Manager) & overtime as needed
FLSA Status:	Non-exempt

Summary of Duties & Responsibilities:

Responsible for the daily operation and maintenance of NEL's information systems.

Essential Duties & Responsibilities:

Responsibilities for the laboratory divisions: Environmental Chemistry, Microbiology, Indoor Air Quality

- Creates, tests and maintains VBA programs in Microsoft Office.
- Creates and maintains EDD (electronic data deliverables) to program.
- Ensures that LIMS (Laboratory Information Management System) operates efficiently.
- Integrates laboratory instruments with LIMS.
- Works with users and management to keep IS systems updated as requirements change.
- Recommends hardware/software purchases as required.
- Trains users in computer-related areas.
- Must possess knowledge of computer hardware.
- Performs additional duties as required.
- Performs all duties in accordance with established safety guidelines.

Assists the IS Manager in:

- Maintaining the network infrastructure and servers.
- Troubleshooting general PC software and hardware problems.

Physical Demands:

None.

Supervisory responsibilities:

This position has no supervisory responsibilities.

Minimum Qualifications:

Education: Bachelor's degree or equivalent experience in computer science.

Experience: Windows 7 & 10, MS Office, VBA, SQL & Access Databases, Autoscribe or related job experience.

Other: Must have good writing, organizational and communication skills.