

Manarat International University

Plot # CEN-16, Road # 106, Gulshan, Dhaka-1212, Telephone: 58817525, 222262251, 55060025

website: www.manarat.ac.bd

CAREER OPPORTUNITY

Manarat International University invites application from Bangladeshi nationals for the following positions:

Lab Assistant

Department: Pharmacy

Manarat International University (MIU) is accredited by the University Grants Commission (UGC), Pharmacy Council of Bangladesh (PCB) and approved by the Ministry of Education, Government of Bangladesh which has established itself as one of the leading private universities in Bangladesh.

REPORTING:

The Lab Assistant will report to the Head of Department of Pharmacy.

Main Duties and Responsibilities:

- Have to work ability in Pharmacy Labs.
- Ensure lab supplies are sufficiently stocked
- Maintaining equipment, recording and sorting of laboratory data.
- Ensure all laboratory resources are utilized efficiently and correctly.
- Carry out other related duties as and when assigned by the instructor/ teacher and proper reporting.
- Take class attendance and monitoring attendance records.
- Prepare and develop various teaching aids.
- Distribute assignment and collection when they are completed.
- Observe students' performance and record relevant data to assess progress.
- Ensure maintenance of clean work station and work floor at all times and dispose waste appropriately
- Conduct lab responsibilities accurately and on time Implementation of compliance
- Good knowledge on in home lab equipment's with chemicals, on machine handling policy, on all consumption and quality management system.

- Time to time need to be update of any kind of new equipment.
- Practice all health and safety procedures.
- Any other duties and responsibilities assigned by the University Management.

Requirements:

Bachelor degree in Pharmacy or relevant subjects from a reputed university with excellent academic credentials; Master's degree will be preferred

- Professional experience in the similar position will be given preference.
- Solid knowledge of office procedures, strong organizational skills with problem solving attitude.
- Proficiency in MS Office (MS word, Excel) and the use of Internet.
- Ability to plan, prioritize own workload and work on own initiative.
- Must be self-motivated, hardworking and flexible regarding work hour.

Application Procedure:

- Interested candidates meeting the above requirements should apply to fill up the prescribed form (available in MIU website)
- Application should be sent to the office of the Registrar, Manarat International University (MIU), Gulshan-2, Dhaka-1212 by 10 July 2024

Any attempt to influence the selection process unethically will disqualify the candidate's application.