



## **Processor Job Description**

### **Summary:**

The Processor is responsible for collecting, identifying and processing test samples and the storage, packaging and shipping of plasma units.

### **Essential Duties:**

- Collects, identifies and processes test samples and ensures all samples are collected.
- Packages and ships samples and investigates discrepancies.
- Ensures compliance in the processing, casing and storage of plasma units per SOP.
- Packages and ships plasma units and investigates discrepancies.
- Segregates, quarantines and re-labels units in accordance with regulations and procedures.
- Performs the cleaning, maintenance and stocking of the processing area and freezer.
- Ability to tug, lift, and pull up to fifty (50) pounds.
- Regular, reliable and predictable attendance.
- Other related duties as assigned.

### **Job Specifications:**

- High School Diploma or equivalent.
- Demonstrate consistency and reliability (e.g., good attendance, punctuality, flexibility with assigned shift, etc.).
- Needs good communication skills, and must be able to record words and numbers legibly and accurately.
- Ability to read numbers on screening equipment and demonstrate mathematical skills.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Must possess any licenses or certificates required by the state.
- Ability to speak, write and read English. Bilingual abilities may be required in some locations.
- Must be available to work flexible days and hours when necessary. Relocation flexibility is preferred.

### **Equal Employment Opportunity (EEO):**

SBI is an equal opportunity employer and all employees are responsible for maintaining a discrimination and harassment free environment.