



WELLINGTON COLLEGE
INTERNATIONAL
SHANGHAI

POSITION: Science Technician

Basic Information

JOB TITLE	Science Technician	EDUCATION	College student
MAJOR	Chemistry or Biology related		
LANGUAGE	Native Chinese speaker and fluent in English		

KEY RESPONSIBILITIES:

- Preparing chemicals and laboratory apparatus for science lessons.
- Washing and storing glassware after use.
- Maintaining safe storage and well-organized inventory of chemicals and apparatus, reordering as required.
- Maintenance of all equipment within the science labs.
- Safe keeping and management of apparatus, models and diagrams in accordance with experiment requirement, in an orderly and classified manner.
- Paying special attention to the security of toxic, corrosive and highly flammable/explosive materials, making clear labels.
- Prevention of valuable equipment being stolen.
- Establishing and improving procedures of waste\loan\use\compensation of equipment and chemicals; conducting regular inventory check.



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- Managing the department office, in particular making sure that the office is tidy and well presented for visitors. Responsible for ensuring that all relevant paperwork is organized and filed.
- Assisting the Senior science technician in procurement.
- Organising stock and materials
- Other assigned work as requested by the senior science technician.