Below are our current open job positions. Interested candidates (internal and external) should apply online via genedx.com/apply. Please note that resumes are no longer being accepted via email.

Please refer to our handbook, found on the intranet, regarding our transfer policy. A new 6 month referral policy is in place effective 2/1/2015 and more information can be found on the intranet.

**GC Assistant (Full Time)**
3/30/2015 #1924BR

**Responsibilities include:**
- Basic client services (follow-up phone calls, requesting information or repeat specimens, arranging shipping of specimen kits)
- Assistance in case management (completing send-out paperwork and internal forms, calling out results)
- Organizing and managing paperwork for new tests, including the price list and info sheet updates
- Assisting with periodic updates of information materials
- Managing submission of and updates for all GeneDx tests at GeneTests/GeneDx Testing Registry
- Managing multiple databases, systematic monitoring of late tests and periodic analysis of turn-around-time
- Performing literature searches and organizing the literature library

A successful candidate must be able to work in a fast-paced office environment, be exceptionally attentive to detail, be able to multitask and manage priorities while meeting deadlines.

**Patient Accounts Specialist, Finance (Full Time)**
06/01/2015 #2067BR

- Opens and sorts all incoming mail for payments and EOB.
- Searches system databases to match payments to patients for processing.
- Processes ACH/Wire/Check/Credit card payments into Patient Accounting System.
- Reviews invoices from institutional clients and third party payers against payments received.
- Processes pricing adjustments on all third party billing patients.
- Maintains Check Log for all incoming payments.
- Performs payment audits for documentation submitted to Docs Mgmt. team.
- Copy/scan all payment related correspondence in complete form, making multiple copies if necessary.
- Maintains security of all payments received and ensures 100% application of all payments.
- Adheres to GeneDx Compliance and Regulatory Program.

**Provider Account Specialist (Full Time)**
1/15/2015 #1923BR

The Provider Account Specialist assists with maintaining/updating facility and provider account information in the Client Master and LIMS systems.

- Address all help desk tickets regarding changes required for Facilities/Providers
- Assists with beta-test changes made to LIMS and Client Master systems
- Work with LIMS Data Specialist in assuring account information is accurate using the CareEvolve reporting system

**Accessions Tech (Full Time)**
06/01/2015 #2065BR

This individual will work as part of a team of Accessioners in a CLIA-certified diagnostics laboratory that provides molecular diagnosis for rare genetic diseases for the purpose of confirmation of diagnosis, genetic counseling, and prenatal testing. The Accessions Team receives all biological samples coming to the lab, enters information into the Laboratory Information Database, and interacts directly with the genetic counselors and laboratory staff to insure that all information is obtained on each sample.

The position requires the knowledge and skills normally acquired through completion of a BSc in Biology, Chemistry, Genetics or related field. Other requirements include:
- Meticulous and exceptional attention to detail and accuracy
- Ability to multi-task and focus in a busy environment
- Pleasant disposition and willingness to work as part of a team

**DNA Extraction Tech (Full Time)**
5/7/2015 #2017BR

We are recruiting for a DNA Extraction Technologist to work as part of the DNA Extraction team. Responsibilities include:
- DNA extraction from blood, buccal swabs, cultures etc. using various protocols and equipment.
- Diligent recordkeeping and reporting to team leads, supervisors and test managers as necessary.
- Perform assigned lab jobs e.g. preparing solutions, equipment maintenance, data entry, etc.

**Technologist I/II, Core (Full Time)**
06/01/2015 #2066BR

**Responsibilities include:**
- Using basic molecular technologies to facilitate testing
• Adhering to standard operating procedures (SOPs)
• Working cooperatively in a team and individual environment
• Diligent recordkeeping and reporting to team leads, supervisors, etc. as necessary

Requirements:
The position requires the knowledge and skills normally acquired with the completion of the BS in Mol Bio, Biochem, Genetics, or related field with up to three years of relevant experience and meeting CLIA and NY State personnel standards criteria. Attention to detail and accuracy is critical, as is the ability to work in a team environment.

The schedule for the Tech position varies to include some combination of weekend day(s), evening(s), and/or morning(s). Shifts start at either 7:00am or 10:30am.

Technologist I/II, Microarray (Full Time)
12/15/2014
This individual will work as part of a team performing chromosomal microarray and/or exon arrays, qPCR, and MLPA for the purposes of detection of deletions/duplications at the chromosome and/or exon level, and determination of genotype in clinical DNA samples.

The position requires the knowledge and skills normally acquired through completion of the BSc in Molecular Biology, Biochemistry, Genetics, or related field with up to one year of relevant experience. Attention to detail and accuracy is critical, as is the ability to work in a team environment.

Accessions Supervisor (Full Time)
3/16/2015 #1919BR
Under the direction of the Manager, the Supervisor of Accessions is responsible for supervising the receiving and triaging of all patient specimens. The supervisor efficiently and accurately assigns each specimen an accession number then enters all pertinent patient, sample, test and facility information into the LIMS database. The supervisor will perform accurate internal checks of all patient charts accessioned for the day and answers e-mails and troubleshoots pending issues.

Responsibilities include:
• Ensure all group members adhere to safety and quality control policies and document control activities.
• Coordinate daily schedules and distribution of work.
• Develops and maintains SOPs, required logs and forms.
• Oversee training of new hires, fellows, and students.
• Develop and implement improvements to department workflow.
• Oversee inventory and ordering supplies.
• Chairs monthly meetings.
• Coordinates DNA/specimen send-outs and sample re-routing.
• Other related duties as assigned.

Requirements:
• BS degree in Chemistry, Biology, or related science field with 1-2 years of progressive, related experience as an accessioner.
• Excellent written, communication, and computer skills.
• Ability to work successfully and productively both in a team environment and independently.
• Attention to detail and accuracy are critical.

Lead, DNA Extraction (Full Time)
5/4/2015 #2001BR
Performs an experienced role in the testing of clinical DNA specimens for the purpose of diagnosing genetic disease, using manual and automated methods in a team environment, and following established policies and procedures, in a professional manner.
• Accurately and efficiently performs DNA extractions on a variety of patient specimens.
• Accurately and consistently logs and files completed extractions and paperwork.
• Prepares solutions according to the procedures laid out by the department.

Microarray Supervisor (Full Time)
5/15/2015 #20135BR
This individual supervises daily operations and personnel in the Microarray (quantitative analysis) group under guidance and direction from the Manager. Specifically, the role requires the individual to ensure that all clinical cases are processed according to established standard operating procedures and that all testing platforms are validated as per clinical laboratory practices as defined by the Quality Management department.

Qualifications:
Bachelor of Science degree in medical technology, chemistry, biology, or related life science, and meets CLIA and New York State personnel standards criteria, plus three years relevant work experience in molecular technology or comparable skills and knowledge; or, Master of Science degree in a related field plus one year relevant experience; or, credentialed as a Molecular Genetics technologist.

R&D Tech Specialist
4/10/2015 #1991BR
Part of the R&D team and assists in the manufacturing of custom reagents and the development of new technologies for mutation analysis in our CAP/CLIA-certified Clinical Sequencing Laboratories.

Responsibilities include:
• Manufacturing of reagents and buffers.
• Quality control, stability and performance testing of manufactured products.
• Assist in the development of reagent tracking infrastructure.
• Provide lab assistance and support for R&D projects as assigned.

Key Skills:
• Fundamental understanding of molecular biology techniques and principles.
• Ability to multitask and prioritize laboratory and data analysis tasks.
• Strong interpersonal skills and the ability to work in a fast-paced and diverse lab environment.

Requirements:
• BS or MS in Molecular Biology, Biochemistry, Genetics, or related field.
• One or more years of experience using and troubleshooting next generation sequencing processes.
• Extensive experience with standard molecular biology techniques.
• Attention to detail and accuracy are critical.
• Ability to work independently and in a team environment.

Sr. Scientist, Microarray (Full Time)
04/06/2015 #1988BR
Responsibilities include:
• Analysis of chromosomal, exon-targeted, & whole-exome comparative genomic hybridization arrays, quantitative PCR, and methylations-specific and conventional multiplex ligation-dependent probe amplification.
• Determining copy-number variations and/or long stretches of homozygosity in clinical cases.
• Accurately documents and interprets results of clinical cases using microarray and related technologies.
• Other duties, as assigned, such as assistance in R&D efforts for introduction/validation of new equipment or workflow and primer design.

The successful candidate must have a PhD with a molecular genetics background, plus 2 years of relevant work experience. Previous experience in a CLIA-certified lab is preferred but not necessary. Attention to detail and accuracy is critical.

**Review Analyst (Full Time)**
4/9/2015

We are rapidly expanding and recruiting for Review Analysts to perform final review of sequencing data and variant interpretation for diagnostic and predictive genetic testing. The successful candidate will have appropriate judgment and character for diagnostic and predictive testing, as well as excellent time management and communication skills. The ideal candidate will also have expertise in pertinent areas such as sequence analysis, online human genomic resources, and molecular test design, as well as fundamental knowledge in human genetics. Experience in a laboratory approved by CAP for molecular diagnostics is preferred.

**Responsibilities include:**
• Performing final technical review of sequencing (Sanger and Next-Generation) and other molecular data
• Performing bioinformatics analysis and literature searches to provide clinical interpretation of variants
• Trains and advises other review analysts. Contributes to ‘review group’ requests for guidance or early analysis.
• Assists as needed with signing final reports along with appropriate co-signers, in a careful and timely manner. Maintains knowledge of LIMS and report routing.
• R&D Analysis – Assists R&D with test development by evaluating new gene quality in a timely manner.

**Educational and Experience Requirements:**
• PhD in biology, chemistry or biomedical science
• Postdoctoral experience in clinical molecular genetics, molecular pathology, or genomics/proteomics
• Experience in Next-Generation sequence analysis preferred

**Assistant Director, Operations (Full Time)**
5/15/2015

Responsible for the general operations of the Review Analysis Department. Ensures the highest standard and timely processing of patient tests throughout the department. Interacts closely with laboratory groups, analysis teams and clinical staff to stay current with all phases of testing and reporting.

• Monitors departmental TAT of cases, case volume, and resource allocation. Approves requests from clinical staff for dedicated program needs. Assists Director in assessing staffing levels and hiring to meet and anticipate testing trends.
• Updates and submits departmental standard operating procedures (SOPs), manuals, user guides and training checklists. Confirms departmental participation in proficiency testing and continuing education. Serves as principal liaison with Quality Management Department.
• Provides oversight of departmental supervisors to ensure all team members are compliant with established policies and practice standards. Communicates with supervisors to coordinate case priority and PTO scheduling for sufficient coverage or other workflow constraints.

**Educational and Experience Requirements:**
• PhD in medical technology, chemistry, biology, or related life science, plus 2 years relevant work experience. Minimum of 2 years experience as a Review Analyst or equivalent experience from other clinical diagnostic laboratory.

**Genetic Counselor, On-site (Full Time)**
4/9/2015 #1993BR

Responsibilities of the Genetic Counselor will include: providing customer service to clinicians and genetic counselors on the full range of GeneDx tests; writing customized reports on a vast array of genetic test results; researching/developing educational materials to support new test development. As GeneDx supports multiple scientific conferences throughout the year, this position will require annual travel to Genetics meetings and exhibitor responsibilities.

Interested candidates should have a degree from an accredited genetic counseling program, be hard-working, attentive to detail, and have excellent communication and writing skills. We expect that the responsibilities of this position will grow as we do. Recent graduates are encouraged to apply.

**Genetic Counselor, Remote (Full Time)**
5/1/2015 #2002BR

We are seeking an experienced, full-time, Board Certified Genetic Counselor to join our large clinical staff of geneticists and genetic counselors for our clinical exome sequencing, neurology, and cardiology programs. The **responsibilities of this position can be performed remotely** and candidates can be based anywhere throughout the US.

**Responsibilities Include:**
• Summarize genetic test results and generate customized result reports
• Utilize a variety of in-house software tools to research and write reports
• Perform critical quality control functions for laboratory workflow and clinical reports
• Help develop test report language, expand and maintain reporting templates, and strive to improve report clarity and consistency
• Perform research on genes and novel sequence variants to determine clinical relevance
• Assist in variant classification based on emerging scientific information
• Participate in research and development of new gene panels and tests, and updates to existing tests
• Assist in the development of education and marketing materials
• Participate visibly in the medical genetics, genetic counseling, and patient advocacy communities
• Perform other related duties as needed; such as providing customer service to clinicians and genetic counselors for genetic tests and facilitating communication of test results to health care providers

**Qualifications:**
• Interested candidates should have a degree from an accredited genetic counseling program, be hard working, attentive to detail, and have excellent communication and writing skills. Broad clinical experience in pediatric, neurology, cardiology, cancer and/or other areas of genetics is required. Prior experience in a diagnostic laboratory, clinical report writing, and familiarity with human mutation databases, genome browsers, and HGVS nomenclature is preferred but not required. We expect that the responsibilities of this position will grow as we do.

**Senior Clinical Scientist, WES (Full Time)**
4/7/2015 #1919BR

This position offers a unique opportunity to closely work with a team of more than 50 molecular, clinical, cytogenetic and biochemical geneticists, genetic counselors, and bioinformaticians on identifying, researching and interpreting sequencing variants and assessing their clinical relevance, establishing phenotype-genotype links, reviewing a large spectrum of genetic disorders, reviewing and signing out detailed clinical test reports and communicating with referring physicians.

The successful candidate will have either an MD (US Medical License not required), MD/PhD, or PhD and must be certified or eligible for certification by ABMG in Clinical Molecular Diagnostics, with 3-5 years post grad practice in a clinical diagnostics setting. Fundamental knowledge of human genetics is essential. Appropriate judgment as it pertains to diagnostic and predictive testing, as well as excellent time management and communication skills are key. Expertise in pertinent areas such as
NextGen sequence analysis, online human genomics resources and molecular test design are a plus.

**Sr. Clinical Scientist/ Assistant Director, Cardiogenetics (Full Time)**
7/14/2014 #1987BR

Responsible for some of the directing responsibilities for the Cardiogenetic Testing Services department. Ensures the highest standard and timely processing of result reports and appropriate handling of customer requests.

**Core Responsibilities:**
- Maintains a broad knowledge of Cardiogenetic tests and serves as an expert for those genetic tests. Provides expert customer service to GeneDx clients and serves as a consultant to clients, makes recommendations for appropriate genetic testing and explains and discusses results. Represents GeneDx at national and international meetings.
- Actively participates and coordinates development of new tests for the Cardiogenetic Testing Services program.
- Provides skilled management and interpretation of complex cases.
- Reviews, signs and writes genetic test reports for the cardiogenetic department, with a focus on complicated results.
- Improves workflow and turnaround times on clinical samples.
- Manages laboratory database with samples and clinical information. Manages statistics.
- Participates in client services and communication (e-mail, phone etc).

**Qualification:** Board certified MD or PhD

**Assistant Director, Mitochondrial Disorders/Core tests (Full Time)**
06/01/2015 #2068BR

Responsible for providing skilled management and interpretation of complex cases, ensuring timely review and processing of reports. This Asst. Director will work closely with genetic counselors and review analysts to evaluate complex test results and ensure high quality of reports and of documentation for the GeneDx website.

**Core Responsibilities:**
- Participates in and coordinates development of new tests for the mitochondrial disorder testing program.
- Actively works to improve workflow and reduce turnaround time for clinical samples.
- Evaluate test performance and prepares material to submit to meetings and for publication.

**Qualifications:** ABMG board certified of board eligible.