

Name:

Department (and Section where appropriate): Chemistry and Biochemistry (Chromatography Section)

Grade: G1

Job Title: Administrator

Immediate Line Manager (Job Title):

Job Purpose

To undertake sample receipt and all associated duties for work pertaining to large contracts including the preparation of the work file for reporting, sample preparation and allocation of the work.

Main Duties (including % of time spent)

- Carry out administrative tasks relating to large surveillance projects with the chromatography section e.g., sample receipt and booking in of samples into LabWARE LIMS (70%)
- Distribution of samples and files to analysts and allocation of work schedule (5%)
- Preparation of sample for analysis for example blending (5%)
- Preparation of samples for subcontracted analysis
- Liaising directly with clients and in accordance with Customer Relationship Management (CRM) (5%)
-

Knowledge, Skills & Experience

- A-levels in science related subject and/or relevant laboratory experience
- Minimum of 1 year's work experience in an administrative role
- Excellent verbal & written communication skills.
- Fully proficient in the use of Microsoft office and excellent keyboard skills.
- Experience in Laboratory Information Management System desirable.
- The ability to learn quickly and take on new tasks with the minimum of supervision.
- Good interpersonal skills to build working relationships with staff and external clients.
- Proactive can-do attitude.

KEY TASKS & RESPONSIBILITIES

1. Communications

- Answering client enquiries regarding samples process and scheduling
- Communicate information from clients to analytical staff and vice versa.
- Able to effectively communicate at all levels verbally or in writing to personnel of differing technical abilities
- Compiling data for analytical reports

2. Analytical Skills & Creativity

- Ability to work on own or as part of a small team.
- Ability to work well under pressure.
- Time management and adherence to timescales

3. Management of Activities

- Coordination of own workload to comply with defined deadlines
- Co-ordination of tasks given by line manager.

<p><u>4. Management of People</u></p> <ul style="list-style-type: none"> • No line management responsibility • Section Manager – Senior Analyst – JOB HOLDER
<p><u>5. Management of Finance & Resources</u></p>
<p><u>6. Autonomy & Accountability</u></p> <ul style="list-style-type: none"> • Work under instruction from line manager • Accountable for own work with an awareness of the implications of errors on the business • Work within company standards as specific by the business management system
<p><u>7. Working Environment</u></p> <ul style="list-style-type: none"> • Office based work
<p><u>8. Other designated job roles</u> (Please tick those applicable)</p> <p>Sample Receipt Steward</p>

DSE User

Approximately 90% of time

Manual Handler

Signed & Dated

Job Holder Date

Line Manager Date