

Name:

Department (and Section where appropriate): **Chemistry and Biochemistry Department;
Microscopy Section**

Grade: **G2**

Job Title: **Microscopy Section Administrator (Part time, 2 days/14.75 hours week)**

Immediate Line Manager (Job Title): **Microscopy Section Manager**

Job Purpose

To administer the work of the Microscopy section, including booking-in, sending off reports, invoicing work and other administrative duties

Main Duties (including % of time spent)

- Booking in samples, providing quotes and liaising directly with clients about their requirements (45%)
- Sending out of reports and samples (30%)
- Preparing invoices for Microscopy Contract work projects (15%)
- Other administrative duties such as sample disposal and local archiving (10%)
- Ordering of chemicals and other supplies for the microscopy section
- To work in a safe manner in accordance with departmental policies
- To work in accordance with the CampdenBRI management system
- To keep neat and orderly records of relevant information.

Knowledge, Skills & Experience

- Good standard of education (minimum of 5 GCSEs including English & Maths).
- Minimum of 2 years work experience in an administrative role, invoice experience desirable.
- Office administration qualification desirable.
- Excellent verbal & written communication skills.
- Fully proficient in the use of Microsoft Office and excellent key board skills.
- 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

- Dealing with clients on the phone and by e-mail. Must be able to handle and respond to a large volume of client enquiries on a daily basis
- Communicate information from clients to analytical staff and vice versa.

2. Analytical Skills & Creativity

- Ability to work on own or as part of a small team
- Ability to work well under pressure

3. Management of Activities

- Coordination of administrative tasks given by line manager
- Organised, methodical approach to work

<p><u>4. Management of People</u></p> <ul style="list-style-type: none"> • Section Manager – JOB HOLDER • No direct line management responsibilities
<p><u>5. Management of Finance & Resources</u></p> <ul style="list-style-type: none"> • No financial responsibility
<p><u>6. Autonomy & Accountability</u></p> <ul style="list-style-type: none"> • Acts on instructions given by line manager • Working primarily under the supervision of line manager or Microscopy Section manager but with general autonomy to plan and make some decisions based on project related and client-based activities • Responsibility to work to company standard as laid down in the BMS and in local procedures
<p><u>7. Working Environment</u></p> <ul style="list-style-type: none"> • Primarily office work
<p><u>8. Other designated job roles</u> (Please tick those applicable)</p> <p>Quality Co-ordinator Safety Co-ordinator First Aider First Aid Leader Fire Officer Fire Leader Software Co-ordinator Trained internal Auditor Equipment Officer Departmental Archivist Hygiene Manager Process Hall Manager Event Director Risk Assessor Biological Safety Officer Safety Representative Safety Committee Member Sample Receipt Steward X Authorised Driver (in line with Car Policy)</p>

DSE User Yes

Manual Handler Yes

Signed & Dated

Job Holder Date

Line Manager Date