

Campden BRI (Chipping Campden) Limited

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Microscopy Administrator

Microscopy Section Chemistry & Biochemistry Department

For enquiries concerning this job, please contact:

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Campden BRI provides scientific, technical, and legislative support to the food, drinks and allied industries worldwide. The practical application of technical excellence lies at the heart of all that we do and is supported by our industry-leading facilities, expertise and knowledge.

From analysis and testing and operational support to knowledge management, all our activities are built on an extensive programme of research and innovation steered by industry to ensure maximum commercial relevance.

We provide services to companies all along the supply chain, but offer discounts, access to expert advice and other benefits for those that come into membership. Many of our clients are major blue-chip companies and household names.

Locations

The Campden BRI Group operates from three sites in the UK and a fourth in Hungary. The role as advertised will be based at the Chipping Campden site but could require from time to time travel to other Group sites.

The site in Chipping Campden employs 300 full or part-time staff. A further 50 staff are employed at the site at Nutfield, Surrey and 20 staff are employed at our site in Budapest, Hungary. We also have a Consumer Test Centre in Leamington Spa.

Department

The Chemistry & Biochemistry Department comprises around 50 staff from a wide range of disciplines. It is the largest Department at Campden BRI and it works closely with other Departments. It provides essential components of industry's needs through a wide range of analytical troubleshooting and problem-solving activities. The Department is organised into four operational sections; Chromatography, Biochemistry, Microscopy and Food Composition. This job is in the Microscopy Section.

The Microscopy Section is involved with all aspects of Food Microscopy, including the identification of glass fragments and other interesting and varied foreign bodies found in food; food structure and texture; the examination of food machinery surfaces to assess their clean ability; and the investigation of problems with food packaging materials.

Duties and responsibilities:

To administer the work of the Microscopy section for two days a week (Thursday and Friday) as a job share with the existing administrator, including booking-in, sending off reports, invoicing work and preparing monthly financial and other administrative data. The work is fast paced, high pressure and requires a high degree of accuracy

- Booking in Samples and provision of quotes for clients
- Sending out of reports and samples
- Preparing invoices for Microscopy Contract work projects
- 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 Campden BRI management system

Qualifications and competencies

- 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 internal and external clients.
- Proactive can-do attitude. An interest in science and administration.

Key skills

- Verbal and written communications with internal/external clients. Must be able to handle and respond to a large volume of client enquiries on a daily basis
- Communicating information from clients to analytical staff and vice versa.

Analytical Skills & Creativity

- Ability to work on own or as part of a small team
- Ability to work well under pressure
- Able to follow detailed written methods and procedures in the laboratory
- Able to make judgements of compliance to QC requirements within methods

Management of Activities

- Coordination of administrative tasks given by line manager
- Organised, methodical approach to work
- Respond to clients in a timely manner.
- Planning own workload to provide consistency of delivery.

Management of People

- Section Manager – JOB HOLDER
No direct line management responsibilities

Management of Finance & Resources

- No financial responsibility

Autonomy & Accountability

- 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 make some decisions based on project related and client-based activities
- Responsibility to work to company standards

Working Environment

- Primarily office work

Hours of work

8.45am - 5.15pm Thursday and 8.45am - 4.30pm on Friday (Unless otherwise agreed). There is a 45-minute unpaid lunch break each day.

Pay and benefits

Salary:	£17,750 pro rata (Approx. £6,889 per annum).
Grade:	G2
Holidays:	24 days plus public holidays and a buying/selling holiday scheme .
Pension scheme:	Campden BRI operates a pension scheme
Training:	Campden BRI is committed to ensure all staff receives appropriate training to support their job function and business needs.
Health:	Campden BRI operates a 'permanent health scheme' if you are unable to continue work for health reasons and a 'death in service' scheme.
Others:	Other benefits include subsidised restaurant/vending machine and parking on site.

Further Information

If further information is required, please visit our website www.campdenbri.co.uk