

Name:

Department: Chemistry & Biochemistry Department, Chromatography section

Grade: G1

Job Title: Sample Reception Administrator (Chromatography)

Immediate Line Manager:

Job Purpose

To undertake booking in samples onto labware LIMS and all associated duties including the preparation of the work file for reporting and invoicing, allocation of work and preparation prior to analysis.

Main Duties (including % of time spent)

- Receiving samples sent to the Chromatography section, entering data into the Laboratory Information Management System (LIMS), and sending sample receipt forms (70%)
- Liaising directly with clients and in accordance with Customer Relationship Management (CRM) (10%).
- Distribution of samples and files to analysts and allocation of work schedule (5%).
- Other administrative duties such as invoicing and local archiving (5%)
- Assisting with general laboratory duties such as sample preparation as required (10%)

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.
- Experience of Laboratory Information Management Systems 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

Communicating with clients on the phone and by e-mail.
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

Co-ordination of tasks given by line manager

4. Management of People

No line management responsibility

5. Management of Finance & Resources

No financial responsibility

6. Autonomy & Accountability

Work under instruction from line manager

7. Working Environment

Primarily office based though will be required to enter laboratory environment

8. Other designated job roles (Please tick those applicable)

Sample Receipt Steward ✓

Signed & Dated

Job Holder Date

Line Manager Date