

Campden BRI (Chipping Campden) Limited

Station Road Chipping Campden Gloucestershire GL55 6LD UK

Tel: +44 (0)1386 842000 Fax: +44 (0)1386 842100
www.campdenbri.co.uk

Campden BRI (Nutfield)

Centenary Hall Coopers Hill Road Nutfield Surrey RH1 4HY UK

Tel: +44(0)1737 822272 Fax: +44(0)1737 822747
www.campdenbri.co.uk

Job Profile

Sample Reception Administrator Chromatography Section Chemistry & Biochemistry Department

For enquiries concerning this job, please contact:

Human Resources Department
Campden BRI
Station Road
Chipping Campden
Gloucestershire
GL55 6LD

Telephone: +44(0)1386 842091
Email address: Victoria.murphy@campdenbri.co.uk
Web site address: <http://www.campdenbri.co.uk>

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 two sites in the UK and a third in Hungary. The role as advertised will be based at the Chipping Campden 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 30 staff are employed at our site in Budapest, Hungary.

The Department of Chemistry and Biochemistry

The Chemistry & Biochemistry Department comprises around 50 staff from a wide range of disciplines. It provides essential services to industry through a wide range of analytical testing and research activities. The Department is organised into four operational sections: Chromatography, Biochemistry, Microscopy, and Food Composition.

Chromatography Section

The Chromatography Section comprises several teams of analytical chemists testing food samples for chemical contaminants and nutritional components using chromatographic and mass spectrometric techniques. The majority of the work is short term although some contribution to longer term research projects is also undertaken.

The position

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.

Duties and Responsibilities:

- 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%)

Qualification and Key Skills

- 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.

Pay and benefits

Salary:	£17,000 pa Full time 38 hrs 8.45-5.15pm Mon-Thurs., Fri 8.45-4.30pm
Grade:	G1
Holidays:	24 days, plus public holidays and a holiday exchange 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 also 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 on site and free parking.

Further Information

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