



Job Description

Job Title:	Scheduler
Department:	Environmental Chemistry & Geotechnical
Hours:	37.5 hours per week, normally 08:30am-5:00pm Monday to Friday
Reports to:	Senior Scheduler
Direct Reports:	N/A
Job Purpose:	To be responsible for the analytical interpretation of client instructions for the scheduling of samples for chemical and geotechnical testing, by way of data entry with high level of accuracy.
Role Accountabilities and Main Duties:	<ul style="list-style-type: none"> • To interpret client requirements and enter into the database by selecting the most appropriate options for testing. • To check sample receipts. • To deal with client and laboratory queries. • To email sample receipts and reports. • To take responsibility for own Health & Safety whilst working in the premises. • To report any bad practises that may be witnessed, to Senior Technician or Section Head. <p>These duties are by no means exhaustive and should not be interpreted as a complete definition of the role.</p>
Person Specification:	<p>Essential:</p> <ul style="list-style-type: none"> • Analytical approach towards the interpretation of client instructions. • Accurate data entry skills. • Educated to 'A' level in science subject(s) or to degree level in other. • Close attention to detail and an understanding of operating within a quality system. • Excellent telephone manner. • Good IT skills (Microsoft based products, in particular Excel and Word). • Reliable with good time-keeping. • Strong prioritisation and organisational skills. • Positive attitude towards change. • Adaptability to use various in-house systems and processes. <p>Desirable:</p> <ul style="list-style-type: none"> • Experience of having worked in a science related industry.