

## **JOB DESCRIPTION**

<b>Job Title:</b>	Sample Preparation Assistant.
<b>Department:</b>	Sample Preparation.
<b>Normal Hours:</b>	37.5 per week, sometime between the hours of 7am and 5pm Monday to Friday.
<b>Reports to:</b>	Sample Preparation Section Head and Sample Preparation Manager
<b>Direct Reports:</b>	N/A
<b>Job Purpose:</b>	To carry out various sample preparation duties as instructed by the Section Head or a senior member of the sample preparation staff.
<b>Role Accountabilities and Main Duties:</b>	<ul style="list-style-type: none"> <li>• Log all samples arriving on site.</li> <li>• Prepare samples for laboratory testing.</li> <li>• Ensure that all audit actions that arise in your area of work are actioned within the time frame laid out by the Quality Manager.</li> <li>• If audit actions cannot be actioned within the time frame, this must be reported to the Section Head and the Quality Manager.</li> <li>• Ensure that all work areas are kept clean and tidy.</li> <li>• Ensure that all waste products within the sample preparation department are disposed of in the correct manner, ensuring adherence to Good Laboratory Practise.</li> <li>• Disposal and storage of samples as directed.</li> </ul> <p><u>Health &amp; Safety:</u></p> <ul style="list-style-type: none"> <li>• To ensure that all laboratory works are carried out to the standards laid out in the Quality Manual and Health &amp; Safety Manual.</li> <li>• To take responsibility for your own Health &amp; Safety whilst working within the sample preparation department.</li> <li>• To report any bad practises that you may witness to your supervisor or Quality Manager.</li> </ul>
	<p><u>Training:</u></p> <ul style="list-style-type: none"> <li>• To ensure your own training records are kept up-to-date.</li> <li>• If you wish to attend any training courses, to obtain details of the course, and to speak to your Supervisor. Only training courses relevant to your work will be considered.</li> <li>• If you are asked to carry out a training session with a junior member of staff, you must ensure that you carry out the training under the direction of the Quality Manual, and Section Head.</li> </ul> <p>These duties are by no means exhaustive and should not be interpreted as a complete definition of the role.</p>
<b>Person Specification:</b>	<ul style="list-style-type: none"> <li>• Efficient and able to work to deadline.</li> <li>• Close attention to detail and an understanding of operating within a quality system.</li> <li>• Able to work under pressure.</li> <li>• Able to operate as part of a team as well as independently.</li> <li>• Good written and verbal communication.</li> <li>• Reliable with excellent time-keeping.</li> <li>• Strong prioritisation and organisational skills.</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Positive attitude towards change.</li><li>• Some heavy lifting required.</li></ul> |
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