



Environmental Science

Part of Normec

Job Description

Job Title:	Sample Preparation Assistant.
Department:	Environmental Chemistry & Geotechnical
Location:	East Kilbride
Normal Hours:	37.5 hours per week, normally 8.30am-5.00pm
Reports to:	Sample Preparation Supervisor
Direct Reports:	N/A
Job Purpose:	To carry out various sample preparation duties as instructed by the Section Head or a senior member of the sample preparation staff.
Role Accountabilities and Main Duties:	<ul style="list-style-type: none">• Log all samples arriving on site.• Scheduling of samples into lims system.• Prepare samples for laboratory testing.• Ensure that all audit actions that arise in your area of work are actioned within the time frame laid out by the Quality Manager.• If audit actions cannot be actioned within the time frame, this must be reported to the Section Head and the Quality Manager.• Ensure that all work areas are kept clean and tidy.• Ensure that all waste products within the sample preparation department are disposed of in the correct manner, ensuring adherence to Good Laboratory Practise.• Disposal and storage of samples as directed. <p><u>Health & Safety:</u></p> <ul style="list-style-type: none">• To ensure that all laboratory works are carried out to the standards laid out in the Quality Manual and Health & Safety Manual.• To take responsibility for your own Health & Safety whilst working within the sample preparation department.• To report any bad practises that you may witness to your supervisor or Quality Manager.
	<p><u>Training:</u></p> <ul style="list-style-type: none">• To ensure your own training records are kept up-to-date.• 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.• 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. <p>These duties are by no means exhaustive and should not be interpreted as a complete definition of the role.</p>



Environmental Science

Part of Normec

Job Description

Person Specification:	<ul style="list-style-type: none">• Efficient and able to work to deadline.• Close attention to detail and an understanding of operating within a quality system.• Able to work under pressure.• Able to operate as part of a team as well as independently.• Good written and verbal communication.• Reliable with excellent time-keeping.• Strong prioritisation and organisational skills.• Positive attitude towards change.• Some heavy lifting required.