



## ***Laboratory Administration Assistant (Goods In / Booking In / Data Entry)***

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A vacancy has arisen for a Laboratory Administration Assistant (goods in / booking in / data entry), for our ISO 17025 accredited chemical laboratory at Odiham, Hampshire. This is a permanent, full time position responsible for receiving and unpacking laboratory samples of oil, lubricants, fuel, etc., and for booking these samples in to the laboratory database. Training and instruction to carry out these functions will be provided. A brief list of duties include:

- receiving and unpacking samples, receiving and communicating other deliveries, and distributing as needed;
- booking samples in to the database;
- progressing samples and helping with sample disposal;
- maintaining records and sample label supplies;
- keeping the booking in area clean and tidy, assisting with the clearing of packaging to the waste area.

We are looking for applicants who are enthusiastic, motivated, with a willingness to learn, who are able to use their initiative, and think independently. The successful candidate should:

- be an accurate, careful, and methodical worker;
- be able to work to deadlines;
- have neat handwriting and a good standard of Maths and English (written and spoken);
- be computer literate and have some experience in the use of Microsoft Office;
- be able to work in a team and to communicate with all levels of staff;
- have a flexible attitude towards the type of work undertaken;
- be familiar with and committed to quality assurance.

Previous experience working in a goods in, booking in, or data entry environment, would be an advantage but not essential.

Initially the 37.5 hours per week, 7.5 hours per day, will be worked as a day shift Monday to Friday. You may be required to work such additional hours as necessary for the full and effective performance of your duties as the Company may reasonably require. Currently, this is four to five hours approx. on a Saturday, one week in four, paid as overtime. In future the hours may be arranged to cover different shifts on a rota basis: Full Saturday working with a weekday off in lieu (one week in four), and/or late shift working up to approximately 8:00 pm (one week in four, weekdays only).

You will be joining a stable and well-established organisation in state-of-the-art offices offering a very comfortable working environment. Benefits include annual leave 28 days rising to 33 days pa pro-rata (inclusive of Bank/Public holidays), work related contributory pension scheme, free Wi-Fi, and on-site parking. Further details are available at [www.spectro-oil.com/careers.html](http://www.spectro-oil.com/careers.html).

Please apply with your latest detailed CV, a covering note, and an indication of your salary expectations, via [recruitment@spectro-oil.com](mailto:recruitment@spectro-oil.com).