



Laboratory Assistant

Due to continued success, growth, and new services, a vacancy has arisen in our ISO 17025 accredited chemical laboratory at Odiham, Hampshire, for a Laboratory Assistant. This is a permanent, full time position that will involve assisting in the maintenance of the laboratory, keeping it tidy, well ordered, and efficient, and in maintaining stores with adequate supply of all laboratory consumables. Some of the duties involve manual lifting and the use of a respirator. Training and instruction required to carry out duties will be provided. A brief list includes:

- stock taking, maintain, control, and order laboratory supplies and consumables;
- assist Laboratory Technicians in keeping workstations, shelves, cupboards and drawers clean, tidy and free from oil spills and finger marks;
- take delivery of goods/packages - assist with the distribution of deliveries to the correct location;
- prepare packaging waste for recycling;
- transfer waste chemicals between various containers using pump equipment provided;
- keep the waste disposal, chemical, and oil store areas in good order;
- carry 25 litre full containers to and from the laboratory as required;
- move samples from the laboratory to the oil store area and dispose as required;
- transfer used samples to the laboratory racks;
- keep the floor clean, swept, and washed as required;
- clean laboratory glassware - stack and empty the dish washer with labware.

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 a careful and methodical worker;
- be able to work to deadlines;
- have neat hand writing and a reasonable standard of both Maths and English;
- be PC literate, and have some experience in the use of Microsoft Office;
- have a flexible attitude towards the type of work undertaken;
- be familiar with and committed to quality assurance.

Normally, the 37.5 hours per week, 7.5 hours per day, will be worked as a normal day shift Monday to Friday. However, in future the hours may also be arranged to cover different shifts on a rota basis: Saturday working with a weekday off in lieu (one week in four), and late shift working up to 10:00 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 with a purpose-built laboratory facility. 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/laboratory-services.html.

Please apply with your latest detailed CV, a covering note, and an indication of your salary expectations, via email to: recruitment@spectro-oil.com.