

QC Admin & Components (Level 1)

Department: QC Chemistry & Components

Hours per week: 37.5

Basis: Permanent

Job Purpose

This is a split role comprised of two parts:

- Providing support to the QC Chemistry and Biochemistry laboratories, by performing administrative tasks.
- Ensuring the quality and safety of the components and consumables used in manufacturing, by performing inspections, sampling and testing to regulated standards.

Key Responsibilities

As QC Administrator:

- Daily Calibration/Verification of laboratory equipment (e.g. balance checks)
- Management and ordering of inventory items used in QC, such as chemicals and glassware
- Organisation of annual servicing and repairs for laboratory equipment
- Maintenance of the cleanliness of laboratories (including washing of glassware)
- Sampling of chemical/allergen raw materials in accordance with approved procedures
- Preparation of laboratory reagents in accordance with approved methods and procedures

As QC Components (Level 1):

- Inspection, sampling and testing of components and consumables, used in the manufacture of allergy products (e.g. labels, cartons and filters)
- To follow work schedules to ensure customer needs are met whilst maintaining GMP requirements
- To maintain accurate and complete records of work, in accordance with Data Integrity principles
- To identify and report non-conformances

Knowledge, Experience & Skills Required

- A-level (or equivalent) in a scientific subject, or equivalent experience
- Ability to demonstrate enthusiasm for science
- Ability to work and perform in a team as well as under your own initiative
- Excellent communication and timekeeping skills

If you are interested in this role, a job description is available on request.

Please send all applications to:
careers@allergytherapeutics.com