

Discovermore

QC Laboratory Administrator

Department: QC
Hours per week: 37.5
Basis: Permanent

Job Purpose

The Laboratory Administrator provides administrative support to ensure the effective and compliant operation of the QC Labs. Working closely with the QC Team Leaders and Scientists, supporting them with all aspects of administrative work. The role holder will perform a wide range of activities and provide support for report writing, required for compliance, regulation and the efficient running of the laboratory.

Key Responsibilities

- Supporting the QC Head of Department, Team Leaders and QC Scientists with administrative work as required
- Administration work relating to technical documents, stock and supplies, laboratory housekeeping and training
- Organisation, ordering and management of laboratory stock
- Liaising with external vendors as required
- Supporting the Team Leader and QC Scientists with report writing
- Performing updates to the Standard Operating Procedures documents as required
- Entering data onto the LIMS system
- Assist with laboratory equipment validation

Knowledge, Experience & Skills Required

- Experience within an admin based role (in a lab environment would be beneficial but not essential)
- Strong IT skills
- Able to work accurately and methodically
- A scientific interest



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

Please send all applications to:
careers@allergytherapeutics.com

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