

Job Description | Westgate Laboratories



Job Title: Assistant Laboratory Technician

Line Manager: Director of Operations

Job Description: You will be required to work within a small team to assist in the general running of Westgate Laboratories' postal worm count service.

Key Responsibilities:

- Inputting customer data for sample preparation
- Preparing faecal samples for analysis
- Microscope work to analyse samples
- Reporting results via an online data base and using the XERO accounting programme
- Supporting other members of the team where necessary
- Picking and packing orders
- Data entry

Person Specification:

- Computer literate and proficient in the use of Microsoft Office packages Word and Outlook and on the internet
- Good administrative and organisational skills
- Good interpersonal skills and ability to work well on own initiative and as part of a small team
- Excellent attention to detail; able to work accurately
- Ability to prioritise own work and remain effective under pressure
- Proactive and enthusiastic work ethic
- Flexible approach to work