

JOB DESCRIPTION

POSITION:	Laboratory Support/Media Kitchen Assistant
REPORTS TO:	Senior Lab Technician
JOB PURPOSE:	To efficiently support all lab-based staff by both ensuring the smooth running of all lab space and also assisting with processes where required, ie ordering, deliveries, media preparation.
KEY RESPONSIBILITIES:	
<ul style="list-style-type: none"> • Maintain orderly and tidy laboratories • Maintain stocks of consumables, ordering replacement stock in a timely fashion • Process deliveries • Wash and sterilise laboratory ware • Dispose of laboratory waste • Prepare and maintain stocks of bacterial and yeast growth media • Prepare and maintain stocks of regularly used buffers and solutions • Assist with general administrative duties including recording of orders as required. <p>The above list is not exhaustive, and you may from time to time be asked to undertake other tasks by your line manager</p>	
JOB REQUIREMENTS:	
Education and Experience	<ul style="list-style-type: none"> • Familiarity with basic laboratory techniques and equipment is desirable, although full training will be provided for both scientific and administrative tasks • Experience of using computer software, including excel, word and outlook is required • Experience of Amici ordering desirable
Skills, Knowledge and competencies	<ul style="list-style-type: none"> • Communicate both verbally and in writing, in a clear and concise manner • Read, understand and follow written instructions • Highly organised with a high level of attention to detail • Prioritise effectively and complete tasks in a timely manner • Be proactive with a willingness to tackle both new and routine tasks • Professional pride in the job and the team • Ability to multi-task • Enjoys teamwork and supporting others • Ability to work on tasks independently when required • Highly observant to identify when stock levels are low and prevent problems before they occur.

To apply please email info@crescendobiologics.com with a copy of your up to date curriculum vitae.

Crescendo Biologics reserves the right to review the management structure of the company to ensure the current needs of the business continue to be met. Changes will be communicated as soon as possible and affected employees will be consulted prior to any changes being made.