

# Job Description

## Dispensing Analyst and Laboratory Technician

<b>Department</b>	Toxicology
<b>Location</b>	Abingdon, UK
<b>Summary of Job</b>	Dispensing of samples, logging of samples into the laboratory, sample and reagent/ standards preparation and general laboratory duties.
<b>Reporting Structure</b>	Reporting to Manager, Toxicology
<b>Essential Functions</b>	<ul style="list-style-type: none"><li>• Receive, check and log samples into LIMS systems</li><li>• Update LIMS systems and process documentation to allow accurate monitoring and rapid progression of casework</li><li>• Preparation of laboratory solutions, calibrators and quality control samples</li><li>• Efficient stock control and ordering of non-stock items</li><li>• General housekeeping of laboratory areas including disposal of dry and wet chemical hazard waste</li><li>• Working to high standards, following detailed SOPs to prepare samples</li><li>• Interface with other team members and other teams</li><li>• Work under close supervision of the Manager, ensuring that quality, accuracy and safety standards are maintained</li></ul>
<b>Job Requirements</b>	<p><b>Education</b></p> <ul style="list-style-type: none"><li>• Minimum of an A-Level in a scientific subject, chemistry preferred</li></ul> <p><b>Experience</b></p> <ul style="list-style-type: none"><li>• Previous laboratory experience an advantage; however full training will be provided</li></ul> <p><b>Technical Skills</b></p> <ul style="list-style-type: none"><li>• Experience with Microsoft Excel / Word in order to carry out data input</li></ul> <p><b>Non-Technical Skills</b></p> <ul style="list-style-type: none"><li>• Excellent interpersonal skills</li><li>• Accurate and detailed record keeping</li><li>• Ability to work in a fast paced environment</li><li>• Attention to detail and concern for impact</li></ul>

**Physical Demands**

- Ability to work alone and within a team
- Occasional requirement for early starts/late working/weekend working as dictated by the workload.
- Occasional carrying of quantities of liquids in open and closed containers
- High level of concentration, particularly when carrying out repetitive tasks

**Working Conditions**

- The position will be predominantly laboratory based