



## ***Booking-In Administration Assistant (Goods-In / Data Entry)***

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A vacancy is available for a Booking-in Administration Assistant, at our goods-in area in Odiham, Hampshire. It is a permanent, full time position for our ISO 17025 accredited chemical laboratory, responsible for receiving and unpacking laboratory samples and for booking these into the computer database, ensuring the smooth and efficient intake of laboratory samples and the accurate entry of sample information. By maintaining an organised and timely sample reception process, the position directly supports laboratory operations and contributes to meeting strict turnaround times within the Quality System. Other duties may involve assisting the Laboratory Technicians with the collection of test results and the data entry of results into the database, goods-in reception and storage for other non-sample deliveries to the Company, and general housekeeping.

A brief list of duties are:

- receiving and unpacking samples, receiving and communicating other deliveries, and distributing as needed;
- booking samples into the database;
- progressing samples and helping with sample disposal;
- maintaining records and department supplies;
- keeping the goods-in area clean and tidy, assisting with the clearing of packaging to the waste area.

We are looking for applicants who are enthusiastic, motivated, with a willingness to learn, who are able to use their initiative, and think independently. The successful candidate should:

- be an accurate, careful, and methodical worker;
- be able to work to deadlines;
- have neat handwriting and a good standard of Maths and English (written and spoken);
- be PC literate and have some experience in the use of Microsoft Office;
- be able to work in a team and to communicate with all levels of staff;
- have a flexible attitude towards the type of work undertaken;
- be familiar with and committed to quality assurance.

Previous experience working in a goods-in, or booking-in / data entry environment would be an advantage but not essential.

Initially, the 37.5 hours per week, 7.5 hours per day, will be worked as a day shift Monday to Friday. You may be required to work additional hours as necessary for the full and effective performance of your duties, as the Company may reasonably require. Currently, this may be four to five hours approx. on a Saturday, one week in four, paid as overtime. In future, the hours may be arranged to cover different shifts on a rota basis: full Saturday working with a weekday off in lieu (one week in four), and/or late shift working up to approximately 8:00 pm (one week in four, weekdays only).

You will be joining a stable and well-established organisation, in state-of-the-art offices, offering a very comfortable working environment. Benefits include annual leave 28 days rising to 33 days pa pro-rata (inclusive of Bank/Public holidays), work related contributory pension scheme, and free Wi-Fi and on-site parking.

Please apply with your latest detailed CV, a covering note, and an indication of your salary expectations, via [recruitment@spectro-oil.com](mailto:recruitment@spectro-oil.com).