

## **JOB DESCRIPTION**

Name:	
Job Title:	Laboratory Technical Production Assistant
Reports to:	Production Technician
Location:	Bridport

### **Job Summary**

To support all aspects of Technical Manufacture, Product Development and Validation at the Bridport Site. Responsible for ensuring all work is carried out to the required quality standards, within the agreed timescales, and to meet customer and budget expectations.

### **Main duties and responsibilities**

1. To assist in the preparation of buffers, raw materials and reagents for use within technical production department.
2. Perform routine equipment maintenance, calibration, maintain the working environment, housekeeping and stock control.
3. To be responsible for the preparation of bulk customer orders – to include all required documentation in accordance with IVD regulations, finance and customer needs.
4. Support and assist other team members within Product Development, Quality Control, Quality Assurance, Regulatory Affairs and Validation, to ensure the efficient and effective completion of divisional targets to scheduled timescales and within budget constraints.
5. Ensure that you adhere to current departmental plans by following appropriate site/group procedures and completing documentation in accordance with company Quality System.
6. To be familiar with and adhere to the company's Health and Safety Policy as laid down by Statute (Health and Safety at work act 1974) and to carry out any duties with due care and attention to personal health and safety and that of colleague.
7. To undertake other duties and training within Technical Production as required by Lab 21 Healthcare Ltd which are deemed to be within your capabilities.

### **Qualifications and experience required**

- Experience not essential as full training given (Scientific background an advantage).
- Good standard of education required.
- Good communication and interpersonal skills.
- Computer literate.

*This job description will be reviewed on an annual basis at the staff appraisal.*

Employee	Signature	Date
Approved by line manager	Signature	Date