

# INTERNAL VACANCY

**Job title :** Dispatch Assistant – Part /Time

**Location:** Southampton – Primerdesign

**Closing date :** 26<sup>th</sup> October 2018

## Job Summary

Primerdesign is looking for an enthusiastic and self-motivated Dispatch Assistant, who is looking for an opportunity to work within a small but fast-growing biotech business.

We are experts in real-time PCR, a molecular biology technique for detecting the presence of DNA and quantifying it. We have customers in many different industries including academia, research, healthcare, food industry and the veterinary industry selling to over 100 countries worldwide.

Working as a Dispatch Assistant you will be working within a team responsible for the preparation and dispatch of customer orders and contribute to the maintenance of stock levels and dispatch areas.

Candidates must have excellent organisational skills and good communication skills. The ability to work in a logical and organised manner, with excellent attention to detail is essential for this role. Previous stock control or dispatch experience would be desirable but not essential as full training will be given.

## Main duties and responsibilities

- Coordinate with the dispatch team to achieve the timely preparation and dispatch of customer orders.
- Accurately participate in the picking and packing of the DNA detection kits.
- Ensure accurate packaging of dry ice products and ensuring correct protection is worn when doing so.
- Keeping the lab sufficiently stocked with packaging used, such as Jiffy envelopes and ice boxes.
- Maintain stock levels of products which can pre-packaged.
- Monitor and maintain stock levels of all PCR kits and reagents.
- Monitor and maintain stock levels of plasticware, LIAB components and extraction kits.
- Ordering stock internally and externally.
- Selecting products/orders for dispatch and providing the QC team with their template picking list.
- Printing all relevant shipping paperwork, such as commercial invoices, required to ensure orders are not delayed or held in customs.
- Arrange shipment collections with non-FedEx couriers
- Communicate with couriers to ensure any delays are dealt with in a timely manner.
- Participate in general administrative tasks when required.
- Work within the ISO13485 quality system.
- Work closely with operations and customer care teams in the business to ensure good communication.

## Qualifications and experience required

- Previous stock control or dispatch experience is desirable.

Hours of Work	22.5 Hours Per Week
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For further information or to apply for this vacancy please e-mail Kay Campbell, HR [kay.campbell@novacyt.com](mailto:kay.campbell@novacyt.com)