

## Vacancy – Laboratory Administrator

Our brand-new laboratory in Bristol is expanding rapidly and due to this we are looking for a Laboratory Administrator to join our friendly team. Previous experience in a similar role would be essential, and prior experience in a Geotechnical Laboratory would be useful, but not essential.

### Job Summary

The Laboratory administrator will be the first point of contact for clients and engineers, cascading queries to the relevant staff member. Primary focus will be on test data entry, database/spreadsheet updating, and general office duties.

### Functions and duties

- Transferring data from paper formats into the laboratory database systems.
- Tracking and logging all incoming test data.
- Communicating data errors/issues with laboratory management.
- Outputting test reports for checking by laboratory management.
- Raising purchase orders, ordering equipment, and organising logistics.

### Qualifications and Experience

GCSE Grade 4 in English and Mathematics or the equivalent.

We offer a competitive salary and benefits dependant on experience.

Ready to take on a new challenge in an international offshore company? Apply for the position you are interested in by sending us your resume and cover letter to [careers@geoquip-marine.com](mailto:careers@geoquip-marine.com) with the vacancy title as your reference.