

JOB DESCRIPTION

Job title	Laboratory Analyst/Manager	Department/Group	Reports to Quality Manager
Location	Atlas House - Drighlington	Travel required	N/A

INSPECTAS COMPLIANCE Ltd

The Company provides Building Compliance Services including Fire Safety Services, CDM Consultancy and Asbestos Consultancy services including asbestos surveys, analytical, project management of it's removal, air testing and awareness training.

Our key clients include the Healthcare, Education, Domestic, Retail & Commercial and Industrial sectors.

JOB PURPOSE

The role will deliver a fully compliant laboratory service including bulk analysis of samples in line with ISO 17025 accreditation and reporting of results for our in-house team and external clients.

MAIN RESPONSIBILITIES

- Receive and log samples from site
- Prepare samples for analysis
- Record analytical findings and report results internally and externally
- Ensure the laboratory is compliant with all UKAS requirements and quality standards
- Work collaboratively with other leaders across the business to ensure a smooth and integrated delivery of reports
- Report to the Quality Manager any non-conforming work arising from day-to-day analysis and QC checks
- Manage and maintain all laboratory equipment including calibration of onsite equipment, ordering consumables, arranging waste removal and ensuring lab is kept clean and samples secure
- Managing resources and workload to ensure analytical targets are met
- Develop effective relationships and maintain a network across teams to keep informed of developments and understanding of business processes

QUALIFICATIONS

- BOHS P401 Qualified Asbestos Laboratory Analyst
- GCSEs grade A*-C including Maths, English, IT and Science
- A'Levels in relevant field and/or science related degree

SKILLS & EXPERIENCE

Essential

- Fully qualified bulk laboratory analyst
- At least 1 years experience of working within a UKAS accredited Laboratory as a qualified analyst

- Good knowledge of all aspects of the bulk lab from sample chain of custody through to QC checking of reports prior to issue
- A good working knowledge of COSHH and the handling and storage of Cargille liquids
- Good knowledge of IT systems – proficient in use of Microsoft Office and TEAMS
- The candidate must possess excellent attention to detail skills along with the ability to communicate (both written and verbally) and articulate at all levels
- Ability to manage and organise their own workload effectively
- Ability to build good working relationships

Desirable

- Further BOHS qualifications are desirable but not essential