

## **Stock Control Assistants (x2)**

**Working hours up to 37.5 per week, fixed shift pattern (with limited flexibility), between 7.00am and 7.00pm Monday to Saturday.**

**May be required to contribute to the on-call team.  
NIHR-National Biosample Centre ("UK Biocentre"), Milton Keynes  
Starting Salary - £9.00ph**

### **The Organisation**

The National Biosample Centre was established in Milton Keynes in 2015 by the National Institute of Health Research (NIHR) as part of a national infrastructure to support UK Biomedical Science. It offers services to researchers involved in studies that collect and process samples from human subjects. These services enable existing studies to be undertaken more effectively and the scale of its operation enables new studies to begin that were not previously feasible or affordable.

### **The Role**

UK Biocentre Ltd is looking for individuals who have good organisational skills and an interest in working in the life sciences sector. As a Stock Control Assistant you will perform a variety of tasks including goods inward and despatch, manual and automated storage and retrieval of biological samples, and sample data management using in house software applications. You will be trained on how to operate our sample storage systems as well as understanding the importance of complying with appropriate standard operating procedures. This role provides an exciting opportunity to work with state-of-the-art automated storage systems in supporting work from both the academic and commercial sector.

**To succeed in this role you will need to have the following, skills, traits and knowledge:**

### **ESSENTIAL CRITERIA**

1. Minimum 2 years in employment or similar experience e.g Voluntary work
2. GCSE English, Maths and Science.
3. IT literate with competency in MS Office; particularly MS Excel.
4. The ability to listen and clearly demonstrate understanding of ideas and instructions.
5. The ability to plan, organise and control a number of different activities.
6. The ability to work with minimal supervision as well as part of a small team.
7. Must have a collaborative style both in approach to own area and supporting others.
8. Excellent attention to detail.

### **DESIRABLE CRITERIA**

1. Experience in working with automated storage systems.
2. Experience in working with data tracking system.
3. Experience in working with databases
4. Full United Kingdom driving license.

To apply for this position please send your CV and a covering letter to [recruitment@ukbiocentre.com](mailto:recruitment@ukbiocentre.com) by **Friday 23<sup>rd</sup> August 2019 no later than 5:00pm**

For further information about NIHR NBC see [www.biocentre.com](http://www.biocentre.com).

For directions to UK Biocentre, click on the following link [www.biocentre.com/contact](http://www.biocentre.com/contact) and click on directions to NIHR.