

## VACANCY

### Laboratory Co-ordinator

Salary £18,000 - £20,000 dependent on experience, 40 hr week, with profit related bonus and 20 days holiday (plus statutory days). This is a full time, permanent position. Our site is in New Basford, Nottingham, with regular tram and bus links.

KA Testing Facility is an Electrical Test Laboratory handling customers from around the world. We have both UKAS and ASTA recognition and offer a high level of service and reporting to our customers. We are part of the Encompass Group, which has been in existence for over 60 years, with an enthusiastic and committed workforce. Information on our test services can be found at [www.ka-testing.com](http://www.ka-testing.com)

The role involves the planning and co-ordination of tests in conjunction with the Contract Manager for tests performed inside and outside of the Laboratory. You will need to communicate with the laboratory team and customers, following set procedures and agreed test plans.

#### Personal Qualities:

- \* Basic standard of education, including GCSE Math's and English (or equivalent)
- \* Confident in communicating with others, by phone, and email
- \* Good standard of written and oral communication
- \* Good standard of attendance and time keeping
- \* Ability to prioritise own workload, meet deadlines and solve problems
- \* Team player with a “can do” attitude
- \* Ability to work alone, with supervision
- \* Strong will to succeed and responsibility for own output

#### The successful candidate would be responsible for the co-ordination of the laboratory, these duties include;

- \* Liaising with external test laboratories to gain appropriate test slots
- \* Co-ordinate transport with customers and external laboratories
- \* Provide regular updated operational reports to the team detailing key activities
- \* Responsible for managing the import and export of test samples, liaising with customers, freight forwarders and documentation required by HMRC
- \* Overall care of customers, handling personal requirements before and during their time in the laboratory
- \* Sales and purchase order maintenance
- \* Generate initial technical and contract files
- \* Chase and record lab reports and all documents to and from customers
- \* Co-ordinate KA/3Phase Design joint activities

KA Testing Facility Leone Works John Street New Basford Nottingham UK

+44 (0)115 9784652 [sales@katesting.com](mailto:sales@katesting.com) [www.ka-testing.com](http://www.ka-testing.com)

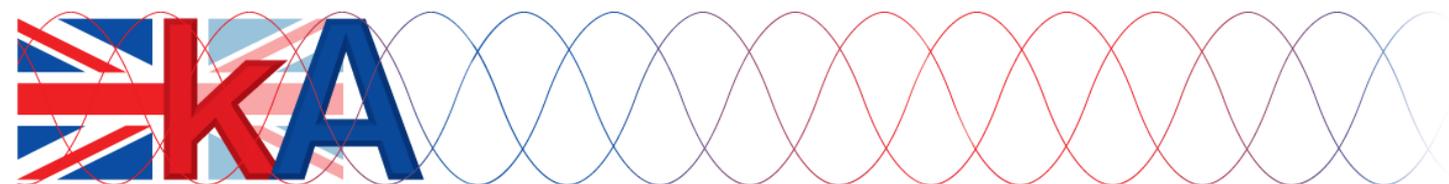
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# TESTING FACILITY

- \* Report printing and scanning of test documents
- \* Printing and sending of reports/documents to Customers, as required
- \* Control and recording of test samples entering and leaving the lab and keeping track of all equipment held at other labs
- \* To provide assistance and support to other members of the team in the administration of their duties

**To apply, please send your CV and a full covering letter to [applications@encompass-group.co.uk](mailto:applications@encompass-group.co.uk)**

**Closing date: 21 January 2019**

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