



NEW ROLE AVAILABLE AT THE IEC

Laboratory & Office Administrator

The Irish Equine Centre (IEC) wishes to recruit a Laboratory & Office Administrator to join its Environment & Nutrition and Administration Units in Johnstown, Naas, Co Kildare. The successful applicant will work across two distinct areas within the Units with the following core responsibilities:

- Laboratory Administration – Sample Log In + Reporting.
- International Logistics administration.
- Laboratory specific reception duties with client specific responsibilities.
- Provide Front desk reception duties for the office which includes handling of all phone calls and manage internal & external customers timely and professionally.
- Draft, format, and print relevant documents.
- Organize and schedule appointments.
- Write and distribute email, correspondence memos, letters, faxes and forms.
- Applicable filing of all documents in a timely manner.

Applications are invited for the position from suitably qualified candidates.

The successful candidate will work as directed by the Head of the Units, and will have particular responsibility for the above core requirements listed. The ideal candidate would possess a strong ability to work to deadlines within a busy laboratory while maintaining high standards and a focus on customer requirements.

This role will be shared across two Units, and will involve 50% of the working day in a Laboratory and 50% at front of house reception.

Remuneration will be commensurate with experience.

Required:

Previous laboratory and/or administration experience is advantageous, particularly in the Equine or Agricultural sectors.

In addition, the ideal candidate would have:

- Knowledge and/or experience of quality assurance and accreditation- A strong ability to work on own initiative and as part of a team; good troubleshooting ability.
- A strong focus on customer requirements, possessing the ability to anticipate and be flexible to the changing needs within the laboratory and the ability to work to deadlines
- Experience with LIMS.
- Administration or coordination experience in a busy office environment
- Excellent attention to detail along with strong written and verbal communication skills.

- Outgoing and friendly approach with a positive attitude.
- Willingness to learn and build upon existing skills in a dynamic and motivating environment.

Hours of Work: Monday – Friday 10.00am to 6.00pm

The IEC is an equal opportunities employer.

Applications should be emailed to Patrick Kelly at pkelly@irishequinecentre.ie no later than 5.00pm on Friday 14th May 2021.