

Job Description – Laboratory and Facilities Technician

Job Title: Laboratory and Facilities Technician

Department: Pharmaceutical Development

Line Manager: Team Manager

Location: Cheadle Royal Business Park, South Manchester

Job purpose:

As a Laboratory and Facilities Technician, your primary role is to ensure the smooth running of our laboratory to support our scientists in order for them to conduct their experimental work and general maintenance of the wider facility.

Typical responsibilities/accountabilities:

The key responsibilities of the role are to:

- Working with our external facilities management company to manage and co-ordinate general maintenance visits when required.
- Working with your manager to arrange equipment servicing and repairs.
- Playing an active part in maintaining a strong SHE culture within the lab and wider business and working with your manager and SHE coordinator on SHE audits and initiatives, including identifying hazards and implementing proactive actions.
- Conducting stock takes and working with the business administrator to order stock in response to laboratory and office needs on a weekly basis.
- Help with setting up and cleaning down of laboratory equipment including machinery used for manufacture of solid oral dosage forms.
- With training, prepare standard laboratory reagents and buffers.
- Greet and assist visitors promptly and professionally, ensuring a welcoming first impression.
- Receiving, unpacking and logging deliveries and keeping the lab inventory up to date.
- The efficient and safe storage of laboratory consumables.
- Ensuring the safe storage of reagents as per their material safety data sheets (MSDSs)
- Keeping record of MSDSs, certificates of analysis (CoAs) and any other documents associated with laboratory reagents.
- Working with the managers/project leaders to log and store client compound safely.
- Working to guidance set in the Seda SOPs from both a quality and safety perspective.
- Ensure that all laboratory equipment is maintained to a good standard of cleanliness and quality and is sufficiently calibrated in accordance with the manufacturer's requirements.
- Keeping a record of calibration and service reports and any other documents associated with laboratory equipment.
- Proactively seeking to support the team during quieter periods in the lab.
- Perform various office/facilities support and maintenance tasks, including restocking supplies, organizing spaces, and ensuring a clean, functional work environment.
- Maintaining a high standard of laboratory cleanliness and housekeeping.
- Cleaning of glassware to a high standard and ensuring it is put back in a timely manner.
- Organisation and coordination of lab coat cleaning.
- Regular emptying of general and clinical waste bins and the organisation of waste collection.

Education, Qualifications, Experience, Skills and Capabilities:

- Educated to A-Levels minimum or equivalent qualification with a science component.
- Previous experience of working within a laboratory is desirable however training will be provided.
- Ability to be organised and methodical.
- Good communication skills – written and verbal.
- Good time management skills.
- Be able to work independently and as part of a team.
- The ability to follow procedures and methods.
- Be proactive and take initiative.
- Be self-motivated and have a strong work ethic.
- Have the confidence to offer suggestions and ways of improvement.
- Be able to work flexibly around the demands of the laboratory use.
- IT literate in MS office tools, especially Outlook, Excel, Word and PowerPoint.