

WEATHERBYS SCIENTIFIC DNA LABORATORY

Today one of Europe's premier scientific facilities, the Weatherbys Laboratory in Ireland has been involved in animal parentage testing since 1985.

The laboratory introduced DNA technology at the beginning of this century which provided further opportunities to confirm pedigrees of other animal species such as cattle, sheep, dogs and cats. The Laboratory now offers its services to Irish and international livestock industries.

It is recognised by the International Society of Animal Genetics (ISAG) as one of the leading laboratories in the world in pedigree verification. It is the only such laboratory in Ireland recognised by ISAG to have achieved the necessary standards in multi-species parentage testing.

We have recently moved to our purpose-built laboratory facilities in the M7 Business Park, Newhall, Naas, Co. Kildare.

The laboratory has the following vacancy:

Sample Receipt Coordinator

The Sample Receipt Coordinator is responsible for the handling of inbound samples to Weatherbys Scientific Laboratory

The company prides itself on its history and integrity, the Sample Receipt Coordinator is expected to ensure the customer experience is enhanced through accurate and timely recording of received customer samples and testing requirements.

Responsibilities:

- To receive, verify and record inbound customer samples.
- To support the delivery of Service Level Agreements with customers using the agreed CRM and Laboratory Information tools.
- To liaise with other departments within the laboratory to ensure co-ordination of activities and understanding of common goals and customer needs.
- To work closely with freight forwarders or shipping partners to ensure timely receipt of samples to the laboratory when required.

- To assist in the regular reports on the status of specific customers, projects and enquiries.
- To support the generation of reports as required by the Director of Laboratory Services at agreed regular periods.
- To work closely their manager to ensure that working practice within the samples receipt department is in line with ISO17025 standards and/or other relevant accreditations.
- To represent the company with integrity, professionally, ethically and morally, always.
- To perform other duties as assigned.

All listed tasks and responsibilities are deemed as essential functions to this position; however, business conditions may require reasonable accommodations for additional tasks and responsibilities within and outside of the assigned role.

Skills Required:

Is a permanent resident of, and has the right to work in the Republic of Ireland

Proficient with MS Word, Excel and Outlook required.

Good interpersonal and communication skills required.

Good written and verbal communication skills in English required.

1+ year of customer service (or other customer facing role) experience preferred.

Experience working with international logistics and freight forwarders preferred.

Experience working with CRM and LIM systems software preferred.

Experience with Information Technology strongly desired, willing to learn new systems.

Experience working effectively in a team environment preferred.

Must be very detail-oriented.

Able to work in a busy laboratory and office environment. Light lifting of office and laboratory equipment, samples and documents required.

Works within the core hours of Weatherbys Scientific Ireland, occasionally required to be flexible with working time to meet the needs of international customers as needed.



Education:

Irish Leaving Certificate examination or equivalent passes in Maths and English are required. Higher education passes in a science subject are desired.

Higher education qualifications in Administration or a related field are desired

Salary: €Discussed at Interview

Start Date: September-November 2019

Application Process and Further information

To apply for either of these positions please email your CV and Cover Letter to:

careers@weatherbys.ie

Further information on our business can be found on our website

www.weatherbysscientific.com