

Asbestos Lab Analyst / Administrator.

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Company: Future Select Recruitment

Location: Newport

Category: construction-and-extraction

Job Title: Asbestos Lab Analyst / Administrator.

Location: Newport, South Wales.

Salary / Benefits £22k - £27k + Training + Benefits

We have an exciting opportunity for an Asbestos Lab Analyst / Administrator to join a continuously expanding UKAS accredited Asbestos Consultancy. You will be working alongside an established team of laboratory analysts and administrators and will be carrying out sample analysis using PLM and stereo microscopy, ensuring all samples are correctly stored and labelled alongside scheduling in site work for asbestos staff and liaising with clients, providing support and advice when required. The client is open to receiving applications from either Asbestos Laboratory Analysts or Asbestos Administrators, as there is flexibility and scope for training within the role.

Consideration will be given to candidates from: Cardiff, Cwmbran, Pontypool, Pontypridd, Barry, Blackwood, Chepstow, Bridgend, Caerphilly, Merthyr Tydfil, Bristol, Bath, Somerset, Trowbridge, Stroud, Chippenham, Weston-Super-Mare.

Experience & Qualifications:

* Will hold BOHS P401 qualification.

* Will have experience working for a UKAS accredited Asbestos company, working as an Asbestos Lab Analyst or an Asbestos Administrator.

- * Keen eye for detail.
- * Excellent time management skills.
- * Excellent IT skills.
- * Will have excellent communication skills, written and verbal.

The Role:

- * Ensuring samples are logged onto internal systems upon arrival to the laboratory.
- * Ensuring to correctly label and store samples.
- * Using PLM and stereo microscopy to carry out sample analysis.
- * Ensuring work is carried out in line with HSG guidelines.
- * Ensuring job sheets are correctly filled out upon completion of analysis and are returned in line with agreed time frame.
- * Ensuring that all laboratory equipment is clean and calibrated.
- * Ensuring all internal systems are accurate and up to date.
- * Scheduling surveying and analytical works for site staff, arranging accommodation where required.
- * Carrying out effective document control, ensuring the office runs smoothly.
- * Carrying out filing, scanning of documents, and making / receiving phone calls.
- * Liaising with clients, providing support and advice when required.
- * Helping to maintaining the companies UKAS accreditation.

Alternative Job titles: Asbestos Administrator / Lab Analyst, Asbestos Lab Analyst, Environmental Lab Analyst, Bulk sample analyst, Asbestos Administrator, Asbestos Coordinator, Asbestos Scheduler, Project Coordinator, Administrative Assistant, Office Administrator, Administrator.

Future Select are the leading market supplier for recruitment in the Asbestos industry; we work with the best clients and candidates and supply the majority of permanent jobs in the asbestos market. We have a large dedicated team, with over 25 years combined industry experience within Asbestos recruitment specifically geared to dealing with Asbestos Surveyors/Analysts/Lab Technicians, Administrators, Project/Regional /Technical/Quality/Training/Sales Managers through to Director Levels for both Consultancy & Removal. We have intrinsic knowledge of the market place, as well as respecting

candidates/clients confidentiality in this close knit market sector.

We are also interested in anyone with p401/p402/p403/p404/p404 or S301/CCP.

We are inundated with applications, we will endeavour to get back in touch, however if you have applied to Future Select and you have not heard from us after a week, on this occasion, you will not have been successful. Your details will be saved on our system and you will be contacted in the future if a vacancy matches your skills.

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