

## **JOB DESCRIPTION**

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**ROLE: QC Microbiology Assistant**  
**REPORTING TO: Quality Process Leader**  
**LOCATION: Ruislip**

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### **PRIMARY RESPONSIBILITIES**

Assist with the daily activities and running of the Microbiology laboratory.

### **SECONDARY RESPONSIBILITIES**

- To routinely test raw material, finish products, stability samples and investigational samples using microbiological techniques.
- To assist in the development and validation of release and stability indicating methods.
- To test and report results to GMP standards as per company SOP's.
- To calibrate and maintain equipment in the laboratories.
- To write reports, SOPs and other documentation when required.
- To maintain laboratories to GMP standards.
- Any other duties as required.

### **ESSENTIAL EXPERIENCE, SKILLS AND ABILITIES**

- Honours Graduate in a Science related Degree
- Ability to perform under pressure
- Clear verbal and written communication essential
- High attention to detail
- Ability to work on own initiative and in a team
- Experience of working on the Microsoft Packages including Outlook Internet Explorer
- Ability to manage time well and prioritise work
- Ability to adapt to change