

## POSITION DESCRIPTION

<b>Position Title:</b>	Sample Reception/Laboratory Assistant	<b>Position Reports to:</b>	Operations Co-Ordinator
<b>Type of Role:</b>	Fixed Term (10 October 2009 to 31 January 2010)	<b>Ordinary Hours of Work:</b>	10.00am to 5.00pm (14 hrs per week including meal breaks) Saturday and Sunday only

**Working Relationships:** Positions interacting directly with this position include:

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• SAITL courier companies</li> </ul> | <ul style="list-style-type: none"> <li>• Internal SAITL staff</li> </ul> |
|---|--|

**Purpose of the Position:**

- An assistant is required on weekends to help in our sample reception area and ensure the smooth running of receipt of samples from throughout New Zealand.

**Duties & Responsibilities:** The Position Holder will undertake the following actions to ensure that the following key responsibilities are met:

- To manage receipt of chillybins and milk samples from around New Zealand.
- To manage cleaning of chillybins once empty and prepare for sending out to customers.
- To operate Tag Removal and Washing equipment for destruction of tested samples and ensure equipment is clean and operational at all times.
- To receive inwards goods as required.
- To help in the laboratory as required.
- Undertake any other responsibilities or duties as may be assigned by the Operations Co-ordinator, from time to time, in order to ensure the continuous operation of the business.

**Person Specifications:** The Position Holder will be required to have the following attributes or qualifications for this position:

- Applicants must be willing to work weekends.
- Applicants should be physically fit due to lifting of chillybins etc.
- Applicants who are mechanically minded would be beneficial due to the equipment used.
- Applicants should be a team player and willing to help as required.
- An interest in laboratory work would be beneficial but is not a requirement.