



Laboratory Co-ordinator

Company Background:

TE Laboratories (TelLab) are a science-based SME located in Tullow Co Carlow. The company operates a number of divisions which includes a number of accredited laboratories, chemical manufacture, environmental sensors, consultancy, training, events and an active R&D division.

Specialities:

Environmental and Drinking water analysis, Lubricating and Transformer Oil analysis, Fuel analysis, Marker Dye Production, Custom Laboratory analysis, Laboratory Chemicals and Reagents, Environmental Research and Development, FP7, H2020 and other International Collaborative projects.

Role Overview:

Due to growth in all divisions, TE Laboratories are now seeking an organised Laboratory Co-ordinator with a science background to join their team. You will work alongside the sales and service engineer departments, reporting to the General Manager.

Duties and Responsibilities:

- Preparing quotations and tenders.
- Management and scheduling of jobs each week for our Service Engineers using our online platform 'JobLogic'.
- Setting of objectives and milestones for Service Engineers.
- Ad-hoc duties as required.

Experience:

- Degree in science related field.
- 1 - 2 years Administrative experience is desirable.

Who you are:

- Excellent communication, both written and oral.
- Ability to prioritise tasks to meet tight deadlines.
- Strong work ethic and co-ordination skills.
- Highly organised with excellent attention to detail.



Benefits:

- Bike to work Scheme.
- Free onsite parking.
- Additional annual leave days with continued service.
- Employee Referral Bonuses.

How to apply:

Applications can be emailed to Human Resource's, to include cover letter and a full CV to lobrien@tellab.ie