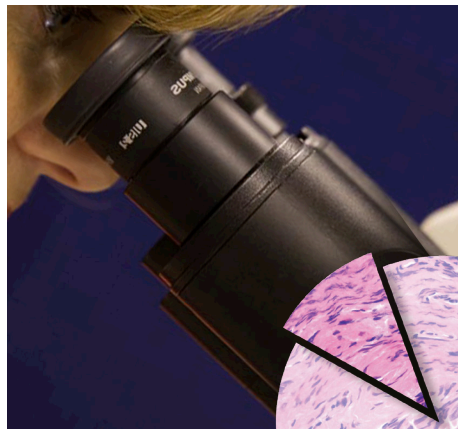


Junior Administrator (FT)

CPS is a fully UKAS ISO 15189:2012-accredited private laboratory, which provides quality driven laboratory services to the independent and NHS sectors. Our facility is located in west Watford within modern premises.

Our staff are friendly and hard working. We all are firm believers in "can do" and "why not" attitude. Our well attended staff social events are a testimony to our



strong team spirit. More information can be found on <https://cellpathservices.co.uk>.

We are seeking to appoint a junior administrator to complement our friendly office team. We are committed to their

training and career development and to progress them within our organisation.

This opportunity would suit an individual with very little or no administration experience who wants to learn a variety of office and laboratory administration tasks, including booking-in specimens, typing reports, audio typing, faxing, filing, posting, accounts administration and having regular contact with clients on the phone and by email. The successful candidate will work with an excellent team, assisting in all areas and receive extensive training.

Candidates must be able to learn new skills, be proactive, well-motivated, have excellent telephone manner and be computer literate with attention to detail and accurate keyboard skills.



You need to be a self-starter who has a flexible approach to the required hours of work and thrives under pressure. Flexible working patterns are in place to cover the laboratory from 7:00 – 19:00 which you will be required to participate in. Usual office working hours are between 9:00 – 18:00 (depending on shift pattern) although there may be a requirement to work longer.

You must be eligible to work in the UK. You will need to drive your own vehicle as the area is not accessible by public transport.

Staff benefits: a competitive salary, annual performance related bonus, pension scheme and health insurance scheme following a qualifying period.

Interested candidates should send their CV to hr@cellpathservices.co.uk or submitted through this link [Vacancies](#)

Alternatively, hard copy CVs can be posted to:

Human Resources,
Cellular Pathology Services Ltd,
Unit 12 Orbital 25 Business Park,
Dwight Road, Watford. WD18 9DA.

For further information please contact us on:

01923 233 299
Out of hours: **07775 44 66 88**

www.cellularpathologyservices.co.uk
hr@cellpathservices.co.uk