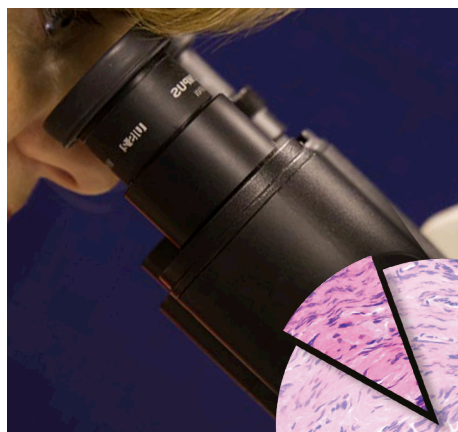


Junior Administrator (FT)

CPS is a private medical laboratory accredited by UKAS ISO 15189:2012 along with an office team support, 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 a positive and "can do" attitude. Our well attended staff



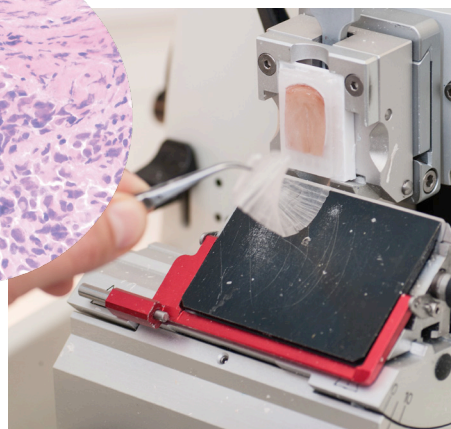
social events are a testimony to our strong team spirit. More information can be found on www.cellpathservices.co.uk.

We are seeking to appoint two junior administrators to complement our friendly

team. We are committed to training and to progress you within our organisation.

This opportunity would suit an individual with little or no experience but with desire to learn client services, administration, digital pathology scanning & accounts as well as assisting in the laboratory, tasks including, recording patient data, 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 alongside our team, assisting in all areas and receive extensive training, training on the Job & Support for Training Courses.

Candidates must be able to learn new skills, be proactive,



self-motivated, have excellent telephone manner and be computer literate along with accurate keyboard skills, knowledge of Microsoft Office and good attention to detail.

You need to be a self-starter who has a flexible approach to the required hours of work and thrives under pressure. Usual working hours are between 7:00 – 19:00 (depending on shift pattern) and may include Saturday on a rota. There also may be a requirement to work additional hours dictated by workload.

School leavers are welcome to apply and you must be eligible to work in the UK. Own car essential, as area is not accessible by public transport.

Staff benefits: a competitive salary, annual performance related bonus, company pension and health insurance following post probation.

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

Alternatively, hard copy CVs can be posted to **Human Resources** at the address below in the footer.

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