

Laboratory Administrative Assistant

Reports to:	Wairakei Laboratories Manager	Tenure:	Permanent
Department:	Laboratories and Workshops	Group:	Science and Commercial Operations
Location:	GNS Wairakei Research Centre	Direct Reports:	Nil
Budget:	Nil	Career Path:	Corporate
Job Family:	Administration	Career Step:	Band 3
Date:	April 2025		

Purpose

The purpose of this position is to streamline laboratory operations by undertaking laboratory clerical, administrative and management functions.

Position Priorities and Responsibilities

Laboratory Operations

- Facilitate client satisfaction through timely and accurate reporting of analytical reports, including Statements of Analyses and Invoice Requests.
- Support laboratory and GNS Science financial sustainability by generating invoices and performing monthly reconciliations using GNS finance system, maintaining accuracy and consistency.
- Manage laboratory sample logistics, including booking into the Laboratory Information Management System (LIMS), recording all relevant receipt details (e.g., temperature), and liaising with customers to ensure accurate data collection.
- Administer LIMS, troubleshoot issues, and develop Crystal Reports for performance monitoring and data validation.
- Support laboratory operations by maintaining ISO 17025 accreditation processes, coordinating sample shipments, and managing administrative tasks such as purchasing consumables and preparing meeting materials.

Health and Safety

- Participate in a proactive health, safety, and wellbeing (HS&W) culture within the team by following best practices, engaging in open communication, and contributing to continuous improvement initiatives.
- Support the ongoing compliance of laboratory functions by following all laboratory standard operating procedures, hazardous substance regulations, MPI manuals, and GNS Science policies.

Responsibilities of all Employees

- Comply with the expectations that relate to your career step (you can find these on GNS Online).
- Comply with all GNS Science policies and procedures.
- Contribute to making GNS Science a healthy and safe place to work by complying with the responsibilities and accountabilities outlined in the Health and Safety Management System Framework.
- Have an understanding or interest in Māori relationship and development issues and Te Reo Māori.
- Work effectively as a team member by fostering good relationships and supporting others by providing coverage of other functions as required and ensuring workloads are evenly spread.
- Have the flexibility to adapt and develop as the company and its environment evolves.

Key Working Relationships

- Experimental Geochemistry team, Geophysics team, Environmental Chemistry team, Volcanology team, third party sampling teams, NZGAL clients, Health and Safety team, and MPI.

Skills, Knowledge and Attributes

- Microsoft Office (Word and Excel) skills, strong computer experience and skills.
- Ability to learn new software including LIMS software, ability to think critically and work independently.

Qualifications and Experience

Essential

- Computer, finance, customer service and general administrative experience
- Administrative Diploma or equivalent.

Desirable

- Work experience in a laboratory.
- Experience with LIMS
- Report writing experience using Crystal Reports and Microsoft reporting tools (SSRS Report Builder).
- Experience with ISO17025.