

We are currently recruiting for:

Sampling Coordinator

**Location:** Tsakalidis Analysis & Testing – Piraeus, GR

**Reports to:** Commercial Director

**Job Description**

Sampling coordinator manages Tsakalidis Analysis & Testing client's sampling requests ,both urgent and tactical, in all sectors of Laboratory's activities.

**Sampling Coordinator responsibilities include, but are not limited to, the following:**

- Organizes and schedules all the samplings according to client's needs on daily basis.
- Notifies clients of their scheduled sampling appointments
- Monitors and follows up all samplings
- Resolves occurring problems and informs involved departments
- Manages and supports Sampling Personnel
- Ensures the availability of all sampling materials and devices
- Monitors the maintenance of all sampling tools including vehicles
- Gathers monthly performance data and prepares presentations

**Qualifications**

- BS degree in science (Food Technology,Agricultural,Chemistry etc) required
- Previous experience in sampling of food, environmental or technical samples preferred
- Lab experience and Familiarity with lab functions and terminology preferred
- Excellent organization skills to manage multiple projects, maintain high level of accuracy and attention to detail
- Efficient with ability to multi-task and prioritize
- Strong interpersonal skills and demonstrated teamwork, cooperating with different departments and maintain good working relationships
- Professional approach to problem solving in an time-sensitive, result-oriented environment
- Good computer, Word and Excel skills
- Excellent written and verbal communication skills
- Proven knowledge of English
- Driving license

To apply please submit your resume.