University of Exeter | Career Zone

Pathways to

# SCIENTIFIC LABORATORIES

# INTERNSHIP BOOKLET

Please read this document carefully so you are clear about the roles on offer and what they each entail. If you would like to apply for an internship hosted via the Pathways to Scientific Laboratories programme, please complete the application form found at the end of each internship summary.

Applications close at 1:00pm on 22 April 2026.

# List of Internships Available



## Lab 1 Laboratory Assistant – Aquatic Resources Centre

| **Reference Number:** |
|---|
| Lab 1 |
| **Job Title:** |
| Laboratory Assistant |
| **Laboratory Name and Website:** |
| Aquatic Resources Centre<br>https://biosciences.exeter.ac.uk/facilities/aquaticresourcescentre/ |
| **Internship Start Date:** |
| 22/06/2026 (flexible) |
| **Internship End Date:** |
| 03/07/2026 (flexible) |
| **Working Hours and Pattern:** |
| Part-time or full-time hours (35 hours worked between 22 June - 3 July 2026 - line manager to finalise working pattern with matched intern). |
| **Working Location:** |
| In the lab at Aquatic Resources Centre, Biosciences, Geoffrey Pope Building, University of Exeter, Stocker Road, Exeter, EX4 4QD, UK |
| **Number of Positions Available:** |
| Multiple |
| **Job Description and Person Specification:** |
| **JOB DESCRIPTION**<br>**Summary of Laboratory**<br>The Aquatic Resources Centre is staffed by a highly experienced team of management and technical staff covering the areas of aquatic systems and |

husbandry, including plant and life support systems, zebrafish and all other aquatic organisms' husbandry and welfare.
Over £12 million has been invested in the Aquatic Resources Centre (ARC) to provide a world-class teaching and research facility.

**Purpose of Role**
Duties will include:

- Feeding & health checking a variety of aquatic species, which may include zebrafish (Danio rerio, freshwater fish), Arabian killifish (Aphanius dispar, marine & freshwater fish), mangrove killifish (Kryptolebias marmoratus, brackish water fish), rainbow trout (Oncorhynchus mykiss, freshwater fish) and various invertebrate species (e.g. platynereis marine worm species, planaria freshwater flatworm species, nematostella brackish anemones).
- Spawning adult fish, including zebrafish & Arabian killifish, and screening embryos.
- The role also involves tank checks & cleaning.

The ARC supports high quality, reproducible research activities and maintaining consistent husbandry is key to reducing unexplained variability during experiments. Successful applicants are expected to respond to constructive feedback about their work in a positive way and be confident to ask questions about the work they are supporting - we are always keen to refine our practices based on constructive feedback!

Please note that due to the nature of the ARC, some routine tasks such as feeding & health checking animals occurs at height using ladders and / or kick stools for short period of time each day. If applicants wish to know more about accommodations for people with limited mobility, please contact the lab manager (Jennifer Finlay). All work in the ARC has been risk assessed & COSHH forms are in place.

**PERSON SPECIFICATION**

- Interest in aquatic research.
- Diligent with good attention to detail.
- Able to work in a team & on their own.
- Able to communicate with members of staff & users.
- Responsive to instructions & feedback.
- Happy to ask questions & assertively suggest any improvements to the current core job list.
- Maintaining high standards of personal and professional conduct.
- Respecting the deadlines set.
- Self-motivated, enthusiastic, and able to stay on task.
- Reliable and punctual, with effective time management skills.
- Ideally, applicants would have some lab experience and be aware of basic good lab practice (including health & safety, the use & importance of personal protective equipment like wearing gloves & lab coats).

**How to apply:**
To apply for this role, please complete this application form.

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# Lab 2 Laboratory Assistant – Imaging Suite

| Reference Number: |
| --- |
| Lab 2 |
| **Job Title:** |
| Laboratory Assistant |
| **Laboratory Name and Website:** |
| Imaging Suite<br>https://engineering.exeter.ac.uk/facilities/imagingsuite/ |
| **Internship Start Date:** |
| 22/06/2026 |
| **Internship End Date:** |
| 26/06/2026 |
| **Working Hours and Pattern:** |
| Full-time hours (35 hours worked in w/c 22 June 2026 - line manager to finalise start & finish times with matched intern). |
| **Working Location:** |
| In the lab at Imaging Suite, Harrison 021, Harrison Building, Streatham Campus, University of Exeter, North Park Road, Exeter, EX4 4QF |
| **Number of Positions Available:** |
| 1 |
| **Job Description and Person Specification:** |

**JOB DESCRIPTION**

**Summary of Laboratory**

The Imaging Suite offers a full consultation service to internal, external and industrial clients in the field of materials characterisation for experimental applications at micro and nano scales.

**Purpose of Role**

**Duties and responsibilities**

The intern will be involved in the day-to-day operation of the microscopy laboratory, with duties appropriate to their level of training and experience. Responsibilities will include assisting with sample preparation, learning basic microscope operation, observing data acquisition, and supporting routine laboratory tasks such as record keeping, setup software, and maintaining a clean and safe working environment. As confidence and competence increase, the intern may assist with image acquisition and basic data processing under supervision.

**Work shadowing**

At the start of the internship, the intern will primarily shadow experienced microscopy facility manager. This will allow the student to observe best practice in sample handling, microscope operation, and experimental workflow. Shadowing

will gradually transition into supervised hands-on activities or independent work where appropriate.

**Training and support**
The intern will receive a full laboratory induction, including health and safety training specific to microscopy laboratories. Instrument-specific training will be provided for relevant microscopes. The intern will be supervised at all times during training and early hands-on work. Ongoing support will be provided through regular check-ins and opportunities to ask questions.

Please note that the microscopy laboratory is a central research facility in Harrison, and students are expected to follow all health and safety procedures at all times. This includes completing a laboratory induction, adhering to risk assessments including x-ray radiation risks, and following standard operating procedures for equipment use. Appropriate personal protective equipment (PPE) will be provided and must be worn where required.

**PERSON SPECIFICATION**

- Someone with a keen interest in the subject area of the laboratory and a genuine motivation to learn about microscopy and laboratory-based research.
- Attention to detail and a careful, safety-conscious approach to work are essential, particularly when handling samples and operating sensitive instrumentation.
- Able to follow instructions clearly and respond positively to guidance and feedback.
- Able to communicate effectively with technical staff, researchers, and other lab users.
- Being reliable, organised, and punctual is important, as is the ability to work both independently (once trained) and as part of a team.
- Previous laboratory experience, familiarity with scientific data, or basic problem-solving skills would be beneficial but are not essential, as full training and supervision will be provided.
- Curiosity, willingness to ask questions, and a proactive but respectful attitude are highly valued.
- Able to maintain high standards of personal and professional conduct.
- Respects the deadlines set.
- Self-motivated, enthusiastic, and able to stay on task.

**How to apply:**
To apply for this role, please complete this application form.

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# Lab 3 Laboratory Assistant – RILD Research Labs and NIHR Exeter CRF Facilities

| **Reference Number:** |
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| Lab 3 |
| **Job Title:** |
| Laboratory Assistant |
| **Laboratory Name and Website:** |
| RILD Research Labs and NIHR Exeter CRF Facilities<br>https://medicine.exeter.ac.uk/clinical-biomedical/ |
| **Internship Start Date:** |
| 22/06/2026 |
| **Internship End Date:** |
| 26/06/2026 |
| **Working Hours and Pattern:** |
| Full-time (35 hours worked in w/c 22 June 2026 - line manager to finalise start & finish times with matched intern). |
| **Working Location:** |
| In the lab at Royal Devon and Exeter Hospital, Wonford Site, RILD Building, Barrack Road, Exeter, EX2 5DW. |
| **Number of Positions Available:** |
| Multiple |
| **Job Description and Person Specification:** |

**JOB DESCRIPTION**

**Summary of Laboratory**

The NIHR Exeter Clinical Research Facility (NIHR Exeter CRF) and NIHR Exeter BioResource Centre is a partnership between the Royal Devon University Healthcare NHS Foundation Trust and the University of Exeter. The NIHR Exeter CRF supports and conducts clinical research studies and is based in a purpose-built unit within the Research Innovation Learning & Development (RILD) Building at the Royal Devon University Healthcare NHS Foundation Trust.

**Purpose of Role**

The internship positions will be split across multiple sites within the RILD research laboratories and the NIHR Exeter Clinical Research Facility

Duties and responsibilities within the CRF:

- Shadowing sample preparation
- Centrifugation/processing and storage
- Operation of glucose analyser in support of participant research visit
- Enzyme linked immuno based assays
- Sample audit
- Introduction to working under the Human Tissue Act
- Consent legislation

Duties and responsibilities within the RILD Research labs:

- To maintain a tidy and well-organised working environment in accordance with health and safety procedures and regulatory guidelines.
- To provide laboratory cleaning support (e.g. washing glassware, cleaning of technical equipment). Under the direction of the laboratory manager, to provide specialist cleaning services to research and technical staff.
- To use basic technical laboratory equipment (e.g. autoclave) after appropriate
  training. To help prepare/sterilise glassware and tips for use.
- To identify any problems in the laboratory environment and report to the laboratory manager, laboratory users or NHS / University estates teams to repair where appropriate.
- Under guidance, to ensure maintenance of laboratory resources (e.g. ordering replacement stock and topping up communal stores) as required.
- If required, to support research in laboratories by assisting with setting up and
  monitoring scientific experiments.
- To keep accurate records of laboratory activities.

For the internship it would be beneficial if the intern has either started a schedule of Hep B vaccination or previously fully vaccinated. This would enable the intern to fully engage in the daily support tasks for this lab role. However, if Hep B vaccination is not in place; duties can be adjusted accordingly.

**PERSON SPECIFICATION**

- An interest in applied research.
- Ability to follow detailed protocols and work with an existing well-established team.
- Maintaining high standards of personal and professional conduct.
- Respecting the deadlines set by supervising staff.
- Self-motivated, enthusiastic, and able to stay on task.
- Reliable and punctual, with effective time management skills.
- Excellent verbal and written communication skills.
- Knowledge of, or interest in, the appropriate academic discipline.
- Ability to perform basic safe use of equipment after appropriate training.
- Ability to follow instruction but also to use own initiative where necessary.
- Ability to work in a team and also independently for intermittent periods.
- Ability to maintain accurate records.
- Basic IT user, familiar with Office 365.
- An understanding of the importance of adhering to health and safety and
- procedures and SOPs.
- Able to demonstrate a good attention to detail.
- Proactive attitude to personal and professional development.
- Willingness to undertake training.

**How to apply:**
To apply for this role, please complete this application form.

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# Lab 4 Laboratory Assistant – Exeter Sequencing Facility

| Reference Number: |
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| Lab 4 |
| **Job Title:** |
| Laboratory Assistant |
| **Laboratory Name and Website:** |
| Exeter Sequencing Facility<br>https://www.exeter.ac.uk/research/facilities/sequencing/ |
| **Internship Start Date:** |
| 22/06/2026 (flexible) |
| **Internship End Date:** |
| 03/07/2026 (flexible) |
| **Working Hours and Pattern:** |
| Part-time or full-time hours (35 hours worked between 22 June - 3 July 2026 - line manager to finalise working pattern with matched intern). |
| **Working Location:** |
| In the lab at EMS labs, St Luke's Campus, Heavitree Road, Exeter EX1 2LU. |
| **Number of Positions Available:** |
| 1 |
| **Job Description and Person Specification:** |

**JOB DESCRIPTION**

**Summary of Laboratory**

The Sequencing lab offers comprehensive next-generation sequencing (NGS) services, including whole genome sequencing, targeted sequencing, RNA-seq, metagenomics, and amplicon-based profiling. Equipped with Illumina, Oxford Nanopore and Olink platforms and supported by expert bioinformaticians, the facility delivers high-quality, high-throughput data for applications such as variant discovery, gene expression analysis, microbial community profiling, human proteomics and environmental DNA studies.

We collaborate with partners in academia, industry and government on projects ranging from clinical biomarker discovery and microbial resistance tracking to crop trait identification and environmental microbiome and diversity studies. Our integrated wet-lab and bioinformatics support ensures streamlined, data-driven project delivery.

**Purpose of Role**

The intern will support laboratory workflows within a genomic sequencing facility. Responsibilities include assisting with sample reception, library preparation, and quality control procedures. The role also involves maintaining laboratory records, following strict protocols, supporting routine instrument operation, and observing

data generation and analysis processes. This placement develops core molecular biology skills, attention to detail, and understanding of next-generation sequencing pipelines.

**PERSON SPECIFICATION**

- Interest in molecular biology or genomics and motivation to learn laboratory techniques.
- Attention to detail, especially when following protocols and recording data.
- Good organisational skills to manage samples and workflow tasks reliably.
- Ability to follow strict laboratory safety procedures and work responsibly in a controlled environment.
- Strong communication skills, both written and verbal, for accurate documentation and teamwork.
- Basic understanding of DNA, RNA, and laboratory principles gained through coursework or prior lab exposure.
- Ability to work collaboratively with technical and research staff.
- Maintaining high standards of personal and professional conduct.
- Respecting the deadlines set.
- Self-motivated, enthusiastic, and able to stay on task.
- Reliable and punctual, with effective time management skills.

**How to apply:**
To apply for this role, please complete this application form.

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# Lab 5 Laboratory Assistant – St Lukes Laboratories (Sport & Health, Radiography, Med School)

| **Reference Number:** |
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| Lab 5 |
| **Job Title:** |
| Laboratory Assistant |
| **Laboratory Name and Website:** |
| St Lukes Laboratories (Sport & Health, Radiography, Med School) https://sens.exeter.ac.uk/facilities/research/ |
| **Internship Start Date:** |
| 22/06/2026 |
| **Internship End Date:** |
| 26/06/2026 |
| **Working Hours and Pattern:** |
| Full-time hours (35 hours worked in w/c 22 June 2026 - line manager to finalise start & finish times with matched intern) |
| **Working Location:** |

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|---|
| In the lab at St Luke's Campus, Heavitree Road, Exeter, EX1 2LU. |
| **Number of Positions Available:** |
| 1 |
| **Job Description and Person Specification:** |

**JOB DESCRIPTION**

**Summary of Laboratory**

Working across St Lukes campus, this placement will be split between the Sports Science and Medical School labs/NC05, with one day spent in Medical Imaging. Here, you will work to support the day-to-day operation of the different laboratories.

Please note that no open-toed footwear should be worn in the labs.

**Purpose of Role**

- Provide support for research and teaching across Sport & Health, Radiography, and EMS.
- Routine laboratory maintenance across all areas.
- Equipment maintenance, calibration and troubleshooting.
- Assisting pilot work for data collection.
- Shadowing members of technical staff on day-to-day duties.

**PERSON SPECIFICATION**

- Keen interest in Sport & Health or Medical research.
- Understanding of laboratory maintenance.
- Strong communicative and personable skillset.
- Ability to work intuitively.
- Maintaining high standards of personal and professional conduct.
- Respecting the deadlines set.
- Flexible, self-motivated, enthusiastic, and able to stay on task.
- Reliable and punctual, with effective time management skills.

**How to apply:**

To apply for this role, please complete this application form.

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# Lab 6 Laboratory Assistant – Living Systems Institute

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|---|
| **Reference Number:** |
| Lab 6 |
| **Job Title:** |
| Laboratory Assistant |
| **Laboratory Name and Website:** |
| Living Systems Institute<br>https://www.exeter.ac.uk/research/institutes/livingsystems/ |
| **Internship Start Date:** |

22/06/2026 (flexible)

**Internship End Date:**

03/07/2026 (flexible)

**Working Hours and Pattern:**

Part-time or full time (35 hours worked between 22 June - 3 July 2026 - line manager to finalise working pattern with matched intern)/

**Working Location:**

In the lab at University of Exeter, Living Systems Institute, North Park Road, Exeter, EX4 4QD.

**Number of Positions Available:**

Multiple

**Job Description and Person Specification:**

**JOB DESCRIPTION**

**Summary of Laboratory**

The Living Systems Institute (LSI) is the flagship interdisciplinary research institute at the University of Exeter. The ambition of the Institute is to decode the complexity of living systems across scales, from sub-molecular to organismal, and from microbe to human. Our shared mission is to discover, understand and control the fundamental rules of life.

Launched in 2017, the LSI is a unique blend of physicists, mathematicians, biologists and biomedical scientists housed in a modern, purpose-designed research and collaboration space.

**Purpose of Role**

During the internship at the University of Exeter's Living Systems Institute, the successful intern will undertake a range of activities and tasks designed to give them a broad overview of the role of technical staff in supporting world class research laboratories. This will include working alongside technicians and lab managers and tours of a variety of research facilities. We also hope to offer the chance to spend a day with an LSI research group (subject to their availability).

The intern will be working in a lab where hazardous chemicals and microorganisms are in use. They will have a specific safety induction on their first day and be expected to dress appropriately (legs covered, closed toed shoes), and wear a lab coat and gloves at all times (which will be provided).

**PERSON SPECIFICATION**

- Keen interest in laboratory work.
- Some experience of working in a laboratory setting would be desirable.
- Enjoy working in a team.
- Be responsive to instructions and feedback.
- Maintaining high standards of personal and professional conduct.
- Self-motivated, enthusiastic, and able to stay on task.
- Reliable and punctual, with effective time management skills.
- Excellent verbal and written communication skills.

- Respecting the deadlines set.

**How to apply:**
To apply for this role, please complete this application form.

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# Lab 7 Laboratory Assistant – Centre for Cytomics

| **Reference Number:** |
| --- |
| Lab 7 |
| **Job Title:** |
| Laboratory Assistant |
| **Laboratory Name and Website:** |
| Centre for Cytomics<br>https://www.exeter.ac.uk/research/facilities/cytomics/ |
| **Internship Start Date:** |
| 22/06/2026 |
| **Internship End Date:** |
| 03/07/2026 |
| **Working Hours and Pattern:** |
| Full time hours (70 hours worked between 22 June - 3 July 2026). This role is a full-time position, and the student will be working 35 hours per week for two weeks. |
| **Working Location:** |
| In the lab at Henry Wellcome Building for Biocatalysis, University of Exeter, Stocker Road, EX4 4QD |
| **Number of Positions Available:** |
| Multiple |
| **Job Description and Person Specification:** |

**JOB DESCRIPTION**

**Summary of Laboratory**

At Exeter Centre for Cytomics (EXCC), we specialise in the science of cytometry, a powerful technique used to measure the physical and chemical characteristics of cells and small particles. The Centre supports cutting-edge single-cell research and provides advanced cytometry instrumentation and analytical expertise for academic and commercial research. Interns will gain exposure to state-of-the-art technologies used in biological, biomedical, and environmental research.

**Purpose of Role**

During the internship, students will participate in laboratory activities under the supervision of experienced staff and will gain practical experience in cytometry workflows. Responsibilities may include:

- Work shadowing facility staff and researchers to observe cytometry-based experimental design, sample preparation, and instrument operation.
- Operating advanced cytometry instrumentation following structured training and under supervision.
- Performing routine instrument quality control (QC) and calibration and assisting with basic troubleshooting procedures.
- Preparing biological samples (for example marine microalgae), including staining or labelling with fluorescent markers.
- Acquiring and handling cytometry datasets, including high-dimensional flow cytometry and/or imaging flow cytometry data.
- Documenting experimental workflows and results and assisting with basic data analysis and preparation of reports or summaries.
- Supporting general laboratory activities, including preparation of reagents and buffers, maintaining laboratory organisation, and following safe laboratory practices.

**PERSON SPECIFICATION**
We encourage applications from students with a strong enthusiasm for science and learning. No prior experience of flow cytometry is required. Training will be provided.

**Essential:**
- Interest in biology, marine science, or related natural sciences.
- Motivated to learn laboratory techniques and data analysis.
- Good attention to detail and organisational skills.
- Team player with effective communication and problem-solving abilities.
- Responsive to instructions and feedback.
- Maintaining high standards of personal and professional conduct.
- Respecting the deadlines set.
- Self-motivated, enthusiastic, and able to stay on task.
- Reliable and punctual, with effective time management skills.

**Desirable:**
- Basic knowledge of laboratory work (e.g., pipetting, solution preparation).
- Interest in data science or machine learning for biological applications.

**How to apply:**
To apply for this role, please complete this application form.

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# Lab 8 Laboratory Assistant – Hatherly Laboratories and Washington Singer Laboratories

**Reference Number:**

Lab 8

**Job Title:**

Laboratory Assistant

**Laboratory Name and Website:**

Hatherly Laboratories and Washington Singer Laboratories
https://medicine.exeter.ac.uk/research/facilities/hatherlylaboratories/

**Internship Start Date:**

22/06/2026 (flexible)

**Internship End Date:**

03/07/2026 (flexible)

**Working Hours and Pattern:**

Part-time or full time (35 hours worked between 22 June - 3 July 2026 - line manager to finalise working pattern with matched intern).

**Working Location:**

In the lab at Hatherly Building, University of Exeter, Prince of Wales Road, Exeter, EX4 4PS and Washington Singer Building, University of Exeter, Perry Road, Exeter, EX4 4QG.

Please note, there are some spaces within Washington Singer where bees / pollen / peanuts are stored / used. Therefore, a declaration by the student is required before any work can be carried out in these areas.

**Number of Positions Available:**

Multiple

**Job Description and Person Specification:**

**JOB DESCRIPTION**

**Summary of Laboratory**

Hatherly and Washington Singer labs (Health & Life Sciences sections) cover a range of disciplines including Biosciences (marine based), Neuroscience, and Psychology.

The two laboratories in Hatherly are part of the Department of Clinical and Biomedical Sciences and are used by a number of the department's neuroscience research groups, predominantly focusing on neurophysiology and neurodevelopment.

**Purpose of Role**

Interns will have the opportunity to observe a variety of research processes while helping the technical team provide support to researchers and students across multiple disciplines within the HLS faculty. An understanding of basic laboratory behaviour is expected. All training will be provided.

**PERSON SPECIFICATION**

- A keen interest in supporting laboratory work.
- A basic understanding of health & safety and being responsive to instruction and feedback is advantageous.
- Maintaining high standards of personal and professional conduct.
- Respecting the deadlines set.

- Self-motivated, enthusiastic, and able to stay on task.
- Reliable and punctual, with effective time management skills.
- Excellent verbal and written communication skills.

**How to apply:**
To apply for this role, please complete this application form.

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# Lab 9 Laboratory Assistant – Mass Spectrometry Facility

| **Reference Number:** |
| --- |
| Lab 9 |
| **Job Title:** |
| Laboratory Assistant |
| **Laboratory Name and Website:** |
| Mass Spectrometry Facility<br>https://www.exeter.ac.uk/research/facilities/massspectrometry/ |
| **Internship Start Date:** |
| 22/06/2026 (flexible) |
| **Internship End Date:** |
| 03/07/2026 (flexible) |
| **Working Hours and Pattern:** |
| Part-time or full-time hours (35 hours worked between 22 June - 3 July 2026 - line manager to finalise working pattern with matched intern). |
| **Working Location:** |
| In the lab at The Henry Wellcome Building for Biocatalysis, Stocker Road, University of Exeter, Exeter, EX4 4QD.<br><br>We do use harmful chemicals in our lab and are running projects that use teratogens and carcinogens. If a student has any health requirements, please do talk to us about how we can support that during an internship.<br><br>We also run confidential, commercial projects, so any prospective intern must be discrete and adhere to our guidelines on what they can disclose. |
| **Number of Positions Available:** |
| 1 |
| **Job Description and Person Specification:** |

**JOB DESCRIPTION**

**Summary of Laboratory**

The Mass Spectrometry Facility provides an analytical service for biologically relevant “small molecules” and proteins, including: targeted quantitative analysis of specific compounds (pharmaceuticals, metabolites, lipids, volatile compounds), untargeted metabolite profiling (metabolomics) and quantitative global protein/phospho-protein profiling (proteomics and phospho-proteomics).

The facility supports researchers across the University and the wider community by undertaking internal and external collaborations and contract research. Our Facility can develop bespoke methods, support collaborators with data analysis and assist researchers in the interpretation and understanding of the data acquired using our systems.

**Purpose of Role**

We will show the intern how both Gas-Chromatography Mass-spectrometry (GC-MS) and liquid-chromatography mass-spectrometry (LC-MS) work, as well as basic sample preparation, equipment set-up and some other basic laboratory equipment training. We will simply try and offer a varied week of learning and training. If/when things go wrong, we can add troubleshooting and repair/maintenance into the program as well.

We would like a potential intern to be enthusiastic about learning about chromatography and mass spectrometry. It would be great if they at least had a basic understanding of the founding principles of both. Otherwise, we are simply looking for someone who is sensible, keen to learn, can listen well, is positive and who has initiative. For working with us and in the facility; being able to learn quickly, be attentive to detail, helpful and solve problems, will be of great benefit.

**PERSON SPECIFICATION**

- A basic understanding of the founding principles of chromatography and mass spectrometry would be beneficial.
- Someone who is keen to learn, who is able to listen well and take direction.
- Able to take initiative and have good attention to detail.
- Able to maintain high standards of personal and professional conduct.
- Respecting the deadlines set.
- Self-motivated, enthusiastic, and able to stay on task.
- Reliable and punctual, with effective time management skills.
- Excellent verbal and written communication skills.

**How to apply:**

To apply for this role, please complete this application form.

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