



The Lakes Distillery

JOB DESCRIPTION

TITLE

Technical Assistant

LOCATION

The Lakes Distillery CA13 9SJ

RESPONSIBLE TO

Whisky Analyst

KEY RESPONSIBILITIES

- Assisting with quality control and analysis for all areas of whisky production
- Whisky Studio support – sample logging, label printing, assistance in preparing samples
- Coordination of external lab analysis and certificates
- Organisational/housekeeping support
- Shipment processing (national and international)
- HMRC/EA/HSE compliance and paperwork
- Support with arranging meetings, administration, hospitality arrangements
- Stock checks
- Record keeping
- Data reporting



PERSON SPECIFICATION

- Excellent organisational skills
- High attention to detail
- Proactive, continuous improvement and problem-solving skills
- Excellent communication skills
- Technical and hands-on practical ability
- Proficient in Microsoft applications
- Previous experience in technical administration preferable but not required
- IBD General Certificate in distilling preferred (support provided)
- Adapt to change in rapidly growing business
- Full, clean driving license
- All applicants must be eligible to work in the UK