

Title: Warehouse Store Person

Operational Relationships:

Responsible to Customer Services Manager and Operations Director; Accountable to Managing director.

Qualifications: In order to discharge these duties successfully the applicant must be able to perform the roles outlined below to the satisfactory level.

Main Duties & Responsibilities

This job description gives a general outline of the duties of the post and is not intended to be an inflexible or finite list. It may, therefore, be varied so that changing needs of the service can be met, in consultation with the post holder.

Key responsibilities

1. Packing of customer orders once manufactured and released.
2. Picking and checking orders for stock products following set procedures.
3. Ensure enough stock is available for all consumables/leaflets used for sending with finished product. Report to procurement manager if more stock is required to be ordered.
4. Generate Courier labels for both manufactured and stock finished products.
5. All documentation assembled and filed correctly once product is packed.
6. Checking all dispatched orders have been delivered and documented on the order paperwork.
7. Liaise with the courier for following up on late deliveries and reporting back to Customer Services Team.
8. Logging and reporting all delivery incidents to the couriers within the required time frame.
9. Ensure all released stock products are clearly labelled and stored in the correct location. Any discrepancies in stock figures should be reported to the customer services Manager.
10. All incoming deliveries/goods are booked in as per SOP.
11. Checking deliveries against the delivery note and purchase order, accurately recording damaged or missing items, and raising notification to procurement team.
12. Hand over delivery paper work with the purchase order to procurement team.
13. Follow the delivery schedule and report any delay to procurement team
14. To log all deliveries on the Deliveries log.
15. Raw materials/stock/consumable placed in correct location once they have been released by QC.
16. Conduct Regular stock counts and stock checks for material expiry date.
17. Answer internal phone calls promptly and in a concise manner.

18. Assist in organizing and packing shipments for testing samples
19. To comply with the organization's documentation policy.
20. To assist with the filing and administration of documentation
21. Proactively contribute towards changes and developments
22. To ensure the warehouse facility must be left in a tidy manner and walkways free from obstructions .
23. To ensure the working environment is maintained in a tidy state and to report the need for maintenance or repair work to customer services Manager/Operations director
24. To participate in the cleaning of the facility & associated equipment if required.

Quality

1. To report any deviations observed against Standard operating procedures to a QA team
2. To assist QA in deviation investigations, complaint investigations and completion of corrective and preventative actions
3. To maintain personal training records
4. To assist QA to write and update standard operating procedures for warehouse activities
5. Assist QA, QC, and Production during regulatory or customer audits

General Skill Set required by Bova UK:

1. Minimum education to GCSE or equivalent;
2. Demonstrate an ability to read and interpret documents which relate to health & safety and regulations, operating and maintenance instructions, and procedure manuals;
3. Demonstrate an ability to calculate basic and advanced figures which may include, but are not limited to, discounts, solutions strengths, concentrations, proportions, percentages, weights, and volumes;
4. Must demonstrate an understanding of the importance of time management, following instructions and organizational skills;
5. Must possess exemplary computer skills and knowledge and be able to adapt to and learn any new computer software that may need to be implemented;
6. Have an ability to follow manufacturing instructions for sterile and non-sterile dosage forms
7. Have an ability to follow complex, multistep manufacturing instructions and manufactured in compliance with good manufacturing practice;
8. Must be able to execute the physical demands required for this role including manual handling of equipment and materials;
9. Must demonstrate a willingness to work with chemicals in the knowledge of potential side effects, and must ensure that all staff follow the procedures to ensure the safe handling of hazardous chemicals;
10. Must demonstrate an ability to conduct complex procedures in an environment in which the noise level may be moderate, and be accurate and prompt;

11. Must demonstrate an ability to perform repetitive work within a busy manufacturing environment
12. Must demonstrate excellent communication skills with other staff, suppliers, and customers
13. Must be able to work on a multi-departmental level within the organization to accomplish the overall business goals
14. Respond to correspondence (phone, email, mail or other) in a timely and efficient manner;
15. Other reasonable duties as assigned by senior management on an ad hoc basis.

Personal Specification – Warehouse Store Person

Attribute	Essential	Desirable
Education and Qualifications	To be educated to secondary school standard. GCSE or equivalent in English & Mathematics	English as a first and native language.
Skills and Abilities	<p>Good oral / written communication skills.</p> <p>Basic numeracy skills.</p> <p>Good time management skills.</p> <p>Must be methodical and pay attention to detail.</p> <p>Demonstrated ability to work to set procedures & processes</p> <p>Able to work independently and as a team member.</p> <p>Able to work under pressure accurately.</p> <p>Able to sit or stand in a restricted position at a workstation for periods of the working time</p> <p>Able to prioritize and organize routine daily tasks using own initiative</p> <p>Able to clearly and accurately complete routine documentation</p> <p>Good manipulation skills.</p> <p>Basic IT skills including email, word processing, spreadsheets, and data entry</p>	<p>Understanding the principles of Good Manufacturing Practices (GMP) and Good distribution practices (GDP) & Quality assurance (QA) in a manufacturing environment</p>
Experience	<p>Transferable skills from the current post or previous experience</p> <p>Minimum 1 year of warehouse experience</p>	<p>Working in a manufacturing related industry.</p> <p>Working within a GMP/GDP environment</p>
Personal Qualities	<p>Punctual, honest, reliable.</p> <p>Polite and diplomatic.</p> <p>Motivated</p> <p>Adaptable & flexible</p>	<p>Interest in pharmaceutical manufacturing processes</p>

Employee Name

Date

Employee Signature

Date

Supervisor Signature

Date