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**Job Title:** Warehouse Technician

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**Job Summary:** To ensure the effective running of all PHOENIX Healthcare Distribution depot automated systems, to ensure the depot operates as an efficient highly automated distribution of which matches the needs of customers for accurate deliveries made on time, with a fast and informed service, while maintaining economic use of resources within legal requirements.

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**Key Responsibilities:**

**General**

- Maintaining high volume picking and packing machinery, via planned maintenance schedules, with the responsibility for the maintenance of all other ancillary equipment. Immediate response to any breakdowns to the production equipment in accordance with the production hours
- Maintain up to date records of all maintenance work, Defect Repair, and on site spares
- Assist in the supervision and control of all site based Mechanical and/or Electrical operations
- Generation of appropriate paperwork in line with company procedures and work instructions
- Assist in maintaining and contributing to the various building service contracts throughout the Depot, in liaison with the Procurement Dept
- Support and manage the activities of any outside contractors whilst on site
- Collate and maintain all paperwork relating to outside contractors including Insurances, Risks Assessments and Method Statements
- Ensure that Permits to Work are correctly completed and closed out
- Be able to undertake work/training within other Depots across the UK
- Perform any reasonable task as instructed by the Quality & Efficiency Manager, Depot Manager, General Manager and Company Responsible Person and Group Wholesale Technician

**Regulatory and Legal**

- Ensuring compliance in conjunction with the Quality & Efficiency Manager all Occupational Health & Safety, Environmental and Good Distribution Practices policies regulations and guidance.

**Environmental and Occupational Health & Safety (OHS)**

- An understanding and follow the Environmental Management System (EMS) and ISO 14001 procedures.
- An understanding and follow the Safety Management System (SMS). Ensuring, where reasonably practical, the current laws and regulations and policies relating to Occupational Health & Safety are followed.
- Ensures that all waste is disposed of correctly and that waste streams are followed.

**Quality & GDP**

- Understand the principals of Good Distribution Practice (GDP) guidelines for Pharmaceutical Distributors and carry out the duties in such a way as they can demonstrate compliance.
  - Carry out the GDP duties within the Technicians section of the job requirements in the QMS.
  - An understanding and follow the company Quality Management System (QMS) and ISO 9001 procedures
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**Key Experience,  
Knowledge, Skills &  
Qualifications:**

**Qualifications**

**Essential:**

Minimum 5 GCSE's or equivalent including Maths and English  
Basic City & Guilds electrical/mechanical qualification

**Desirable:**

Electrical/mechanical/pneumatic/PLC/PC Hardware  
IOSH Qualification  
First Aid Qualification  
Fire Marshall

**Experience**

**Essential:**

Technical knowledge

**Desirable:**

Warehouse experience  
Experience of working to targets/KPIs  
Pharmaceutical industry/knowledge/background

**Knowledge**

**Essential:**

An understanding of laws and regulations relating to Health & Safety

**Desirable:**

Working with automated conveying systems  
An understanding of GDP regulation  
An understanding of WMS

**Skills**

**Essential:**

Excellent communication skills  
Well organised

**Additional Requirements:**

**Desirable:**

Full UK Drivers Licence

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