
Job Title : Warehouse Operative – Goods In

Job Summary: Involving moving stock around manually and processing all orders effectively

Key Responsibilities :

General:

- Receiving, moving, checking and storing incoming goods
- Prioritising Temperature sensitive products and Controlled Drugs
- Packaging and labelling products before they are dispatched to the Warehouse
- Picking and packing products
- Placed incoming items in inventory
- Stock Replenishment
- Follow company guidelines in respect of disposal of waste products in the appropriate areas
- The ability to use, with training, a Warehouse Management System which includes hand held devices and barcode scanners.
- Perform any reasonable task as instructed by the Warehouse Manager.

Regulatory & Legal:

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

Environmental and Occupational Health & Safety

- 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.

Quality & GDP

- Understand the principals of Good Distribution Practice (GDP) guidelines for Pharmaceutical Distributors and carryout the duties in such a way as they can demonstrate compliance.
- Carry out the GDP duties within the Warehouse operatives section of the job requirements in the QMS.
- An understanding and follow the company Quality Management System (QMS) and ISO 9001 procedures.

**Key Experience,
Knowledge, Skills &
Qualifications:**

Experience

Desirable:

- has an understanding of health and safety regulations
- Warehouse experience is desirable, although full training will be provided in the company systems and processes.

Skills

Essential:

- ability to carry out manual handling duties
- The ability to work as part of a team, with a flexible 'can do' attitude to work, and a good work ethic is essential.
- Good communication and interpersonal skills.

Desirable:

- The ability to use, with training, a Warehouse Management System which includes hand held devices and barcode scanners.

Job Title : Delivery Driver

Job Summary: To ensure the safe handling and efficient delivery of goods to customers in accordance with company guidelines, GDP requirements and transport law.

Key Responsibilities :

General

- To be aware of their route for the day prior to the arrival at the depot.
- Collect assigned load for their designated route.
- Accurately check the load using asset tracking through hand held device and report any issues and place into vehicle.
- Ensure vehicle is roadworthy and any issues are reported to their line manager.
- Delivery product to designated customers and ensure any product returns are returned to the depot.
- Perform any reasonable task as instructed by the Warehouse Manager/Transport Manager.
- Perform daily duties as laid out by the National Transport Departments Standard Operating Procedures.
- Twice day service to pharmacies and will be generally a day consisting of 2 routes AM / PM
- Uniform compliance is maintained at a high standard as a key ambassador of the company
- Periodically attend drivers meetings for updates and driver feedback opportunity
- Loading of your own vehicle at the start of each journey

Regulatory & Legal:

- Ensuring compliance in conjunction with the Warehouse Manager all Occupational Health & Safety, Environmental and Good Distribution Practices policies regulations and guidance.
 - Comply with transport legislation.
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Environmental and Occupational Health & Safety

- 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.
- Carry out all required safety checks on the allocated vehicle and equipment as laid out by the National Transports
- Departments Standard Operating Procedures.

Quality & GDP

- Understand the principals of Good Distribution Practice (GDP) guidelines for Pharmaceutical Distributors and carryout the duties in such a way as they can demonstrate compliance.
- Carry out the GDP duties within the delivery drivers section of the job requirements in the QMS.
- An understanding and follow the company Quality Management System (QMS) and ISO 9001 procedures.

Essential/Desirable
Criteria:

Essential
Full UK Driving License
Delivery Driving Experience
Numeracy and Literacy Skills
Attention to detail

Desirable
Experience in the use of hand held electronic 'Asset Tracking' units for loading and delivery
Pharmaceutical Industry experience