
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.
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