

JOB DESCRIPTION

ROLE: Goods in Checker x 2

LOCATION: Ruislip

PRIMARY RESPONSIBILITY

To accept and send deliveries to necessary stakeholders.

SECONDARY RESPONSIBILITIES

- Check the deliveries against the records.
- Unpack and pack goods according to deadlines
- Be aware of space management
- Assist the department with continuous improvements.
- Provide holiday and absence cover when required, in other roles.
- Any other duties as required.

KNOWLEDGE, SKILLS AND EXPERIENCE

- Effective communication skills, verbal, reading and writing.
- Ability to multitask
- Attention to detail.
- Health and Safety awareness.
- Knowledge of Good Manufacturing Practices/Good Distribution Practices
- Knowledge of MS Office.
- Sound numerical skills
- Work on own initiative and as part of a team.