



GROUP
"Believe in us"

JOB DESCRIPTION

ROLE: Batch Checking x 2

LOCATION: Ruislip

PRIMARY RESPONSIBILITY

To co-ordinate between the Goods In team and the Production team, to ensure all tasks are carried out smoothly.

SECONDARY RESPONSIBILITIES

- Define priorities by deadlines given.
- 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
- High 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.