

JOB DESCRIPTION

ROLE: Pre-QP Checker

LOCATION: Ruislip

PRIMARY RESPONSIBILITY

To be the main liaison between the QP and the Production department.

SECONDARY RESPONSIBILITIES

- To update the Production department on any issues or queries.
- To check all documents thoroughly.
- 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.