

JOB DESCRIPTION

ROLE: Deputy Process Leader- Dispensary

REPORTING TO: Production Manager

LOCATION: Ruislip

PRIMARY RESPONSIBILITIES

To ensure that all customer orders are dispensed and double checked on time as per priority and GMP Compliance.

SECONDARY RESPONSIBILITIES

- Co-ordinate with Sales team to resolve queries related to existing Products and New Products
- Maintain and monitor stock management and performance in the system and on floor
- Responsible for the Quality Management System
- Responsible to co-ordinate with Buyers to maintain stock levels
- Record incoming and outgoing goods
- Accept goods in the Warehouse Stock Controller system
- Liaising with Accounts Department for payment receipts for raw materials
- Ensure all stock movements are recorded accurately
- Ensure all stock is rotated according to expiry date
- Remove and allocate stock from the system if expired
- Responsible for regular stock taking and to investigate any discrepancies
- Liaising with QC Department for testing or retesting of raw material
- Responsible to maintain the manufactured stock level
- Responsible to deduct raw material from system used in the manufacturing for development samples and development batches
- To write reports, SOPs and other documentation when required
- Responsible to maintain all documents as per GMP Standard and SOP's.
- Responsible to keep up to date IFS and specials order software to help run sales and dispensary department smoothly
- Responsible for Staff training, daily task allocation, and professional development of staff.
- Responsible to generate pay roll hours report of staff and send to HR.
- To maintain laboratories to GMP standards and always auditable.
- Any other duties as required

ESSENTIAL EXPERIENCE, SKILLS AND ABILITIES

- Ability to work on own initiative and in a team
- Excellent time management skills
- Ability to be calm, patient and assertive
- Effective communication skills
- Ability to use Microsoft Office and Internet Explorer
- Ability to adapt to change
- Planning and organisation skills
- Excellent attention to detail
- Ability to work under pressure