

## **JOB DESCRIPTION**

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**ROLE:** Pharmaceutical Technician

**REPORTS TO:** Dispensary Team Leader

**LOCATION:** Vadodara

**JOB TIMING:** 10:00am to 07:00pm UK Time

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### **PRIMARY RESPONSIBILITIES:**

- To screen orders placed by Pharmacists.

### **SECONDARY RESPONSIBILITIES**

- Thorough screening of emails, fax and Web customer orders.
- Printing the BMRs (Batch Manufacturing Record).
- Double checking with sales co-ordinators, if concerned about the appropriateness of order.
- Dealing with technical queries from the Sales Department regarding customer orders.
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks.
- Making effective use of training to update knowledge and skills.
- Maintaining work areas in a tidy and safe way ensuring that they are free from hazards.
- Reporting potential risks identified in work place.
- Taking responsibility for own development, learning and demonstrating skills and activities to others who are undertaking similar work.
- Alert other team members of issues that may be detrimental to quality or pose a risk to individuals.
- Effectively manage own time, workload and resources.
- To comply with company Policies and Procedures.

### **ESSENTIAL EXPERIENCE, SKILLS AND ABILITIES**

- Masters Degree in a scientific discipline or equivalent.
- Pharmaceutical work experience would be desirable although not essential.
- Excellent working knowledge of pharmaceutical GMP.
- Excellent organisation and time management skills.
- Judgment, decision making and problem solving.
- Ability to perform under pressure.
- Clear verbal and written communication essential.
- High attention to detail.
- Ability to work on own initiative and in a team.
- Positive attitude and willingness to deliver results.
- Responsive to the rapidly changing nature of the business.