



GROUP
"Believe in us"

JOB DESCRIPTION

ROLE: Deputy Room Leader

LOCATION: Ruislip

HOURS: Morning Shift/ Evening Shift/ Weekend Shift

PRIMARY RESPONSIBILITIES

To assist the Room Leader in managing the Assembly Room as efficiently as possible.

SECONDARY RESPONSIBILITIES

- Working towards and achieving set targets
- Re – packaging work carried out with the standard quality as per MHRA guidelines
- Assist in developing the teams' skills to ensure work is carried out efficiently and accurately
- Assist in identifying skill shortfalls in team members and put in place a development plan alongside the Room leader
- Record and maintain the Batch assembly records and produce reports in Room Leaders absence
- Manage the holiday and absence cover when required within an assembly room.
- Ad hoc tasks

ESSENTIAL EXPERIENCE, SKILLS AND ABILITIES

- 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
- Ability to manage time well
- Ability to adapt to change
- PC Literate