

**JOB DESCRIPTION**

**ROLE:** Inventory Clerk / Stock Administrator

**REPORTS TO**: Inventory Manager

**WORKING HOURS**: Monday to Friday 40 hours a week 10-7PM

The B & S Group is a privately owned pharmaceutical company which manufactures and distributes pharmaceutical and healthcare products to the UK market. Established in 1999 we offer a wide range of products and services which includes specials, generic drugs, branded medicines, parallel trade and over-the-counter (OTC) medicines. Having undergone two acquisitions since 2010, we are continuing to strengthen and growing rapidly.

**PRIMARY RESPONSIBILITIES**

Data Entry

**SECONDARY RESPONSIBILITIES**

• Manually uploading specific data onto computer systems, spreadsheets

• Accurate data entry

• Create and maintain excel spreadsheets regularly

• Maintain confidentiality of private and confidential information

• Other administrative duties when required

**ESSENTIAL EXPERIENCE, SKILLS AND ABILITIES**

• Data Entry / Administration experience essential

• Clear verbal and written communication essential

• Ability to work on own initiative

• Excel and accuracy essential