

## **JOB DESCRIPTION**

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**ROLE:** PHARMACEUTICAL TECHNICIAN

**REPORTS TO:** DISPENSARY TEAM LEADER

**LOCATION:** VADODARA

**JOB TIMING:** 10 AM TO 7 PM (UK GMT)

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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