



**GROUP**  
"Believe in us"

## **JOB DESCRIPTION**

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**ROLE: Room Leader x 7 (Internal)**

**LOCATION: Ruislip**

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### **PRIMARY RESPONSIBILITIES**

To lead and manage the Assembly Room as efficiently as possible, reporting into Hardik Patel.

### **SECONDARY RESPONSIBILITIES**

- Working towards and achieving set targets
- Re – packaging work carried out with the standard quality as per MHRA guidelines
- Developing the teams' skills to ensure work is carried out efficiently and accurately
- Identify skill shortfalls in team members and put in place a development plan
- Record and maintain the Batch assembly records and produce reports
- 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

**Deadline: Friday 27<sup>th</sup> September by 12pm. Please send CVs to Ragini Sidhu on  
ragini@bnsgroup.co.uk**