

JOB DESCRIPTION

ROLE: Production Assistant

LOCATION: Ruislip

PRIMARY RESPONSIBILITIES

- Assisting the technicians in the day to day manufacture of pharmaceutical products.
- Adhering to all SOP's and GMP guidelines during manufacture of pharmaceutical products.
- Cleaning and Preparation of the laboratory for production.
- Cleaning of laboratory equipment.
- To assist in keeping the laboratory tidy.
- Preparation of extemporaneous products for internal and external use.
- To maintain comprehensive records.
- To undertake such duties as may be required from time to time as are consistent with the responsibilities of the position and the needs of the Laboratory.
- To take care of your own safety and that of others who may be affected by your actions.
- To maintain safe systems of work when preparing products as defined under statutory legislation, e.g. COSHH control assurance due to the hazardous nature of the routine products.
- Regularly working under pressure to complete workload.
- To contribute to own personal development plans. Attendance on appropriate training courses.
- Any other ad-hoc duties

SECONDARY RESPONSIBILITIES

- To assist with warehouse/dispensary duties when necessary
- To undertake any general cleaning duties required, as instructed by a Technician.
- To have responsibility for the Health, Safety and Welfare of self and others and to comply at all times with the requirement of the Health and Safety Regulations.
- To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity in accordance with the provisions of the Data Protection Act and its amendments.
- To undertake such duties as may be required from time to time as are consistent with the responsibilities of the grade and the needs of the service.

ESSENTIAL EXPERIENCE, SKILLS AND ABILITIES

- Graduate in a Science related Degree
- Relevant previous experience in a similar role
- 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