

JOB DESCRIPTION

ROLE: Room Leader x 2 (Internal)

LOCATION: Ruislip

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 28th March by 12pm. Please send CVs to Jes Kerai on
jesvanti@bnsgroup.co.uk**