

# INTERNAL VACANCY

**Job title :** Production Support Leader

**Location:** Camberley

**Closing date:** 28 April 2017

## Job summary:

The Production Support Leader is a cross functional, full time, permanent role responsible for providing support across operational areas primarily including Production, Warehouse, HS&E and Purchasing.

## Main duties and responsibilities:

1. Stock control & purchasing
  - Maintain adequate stock levels of assigned components, intermediates and purchased finished goods, through use of appropriate inventory management systems.
  - Without affecting Production seek to minimise costs and inventory value whilst maintaining Quality.
  - Order general materials and consumables for facility including for lab, Production and R&D.
2. Warehouse
  - Where necessary provide resource and support to Warehouse ensuring finished goods are accurately picked, checked and packed for shipping according to customer requirements and internal targets.
  - Support and assist other members of teams/departments/cross-departmental groups to ensure the efficient and effective completion of orders against company targets
3. Production
  - Using in-house business management software process works orders as directed.
  - Support the generation, maintenance and reporting against relevant business KPI's
  - Where necessary provide resource and support to kit production/ assembly functions in order to ensure continuous supply of finished goods to stock according to relevant production schedule
4. HS&E
  - Act as internal Health & Safety representative (or deputy). Responsible for day-to-day activities such as fire alarm testing, safety audits, leading committee meetings etc.
  - Fire marshal (or deputy) and/or first aider as appropriate
5. Quality, Compliance & Continuous Improvement
  - Perform all duties following relevant work instructions (ie. SOP's), in compliance with GMP and according to all relevant Quality, Statutory, Health & Safety and Regulatory requirements.
6. General
  - If appropriate - line management duties and responsibility for performance & development of team.
  - Deputy for Production Manager in assigned areas.

## Qualifications and experience required

- Experience of working in a Production and/or warehouse environment, ideally with a technical background.
- Experienced in the use of business management software (ie. MRP, ERP). Familiarity with SAGE200 beneficial.
- Good knowledge of Quality System requirements, in particular ISO9001, ISO13485 and GMP.
- Good general level of education. Good general level of computer literacy.
- Current awareness/training in manual handling, as fire warden and in First Aid at Work beneficial
- Basic understanding of requirements of Health & Safety at work
- Good management and leadership skills. Proactive team player with good interpersonal and communication skills.

Hours of Work	37.5 per week
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To apply for this vacancy please send your application to Wendy Karban, Group HR Manager, [wendy.karban@novacyt.co.uk](mailto:wendy.karban@novacyt.co.uk)