

INTERNAL VACANCY

Job title : Warehouse/Production Operative

Location: Camberley

Closing date : 29th June 2018

Job Summary

The Warehouse / Production Operative role is a full time, permanent and multi-faceted position providing support across Microgens Manufacturing Operations. Principal responsibilities focus firstly on supporting the Warehouse Manager with goods-in / inventory management / goods-out activities and secondly supporting the Production Supervisor in the production and assembly of all in-house Finished Goods. There may be additional activities involving for instance Health & Safety and purchasing.

Main duties and responsibilities

Warehouse (estimate 40 – 70% depending on business requirements)

Under general guidance from the Warehouse Manager provide support and/or cover for all warehouse operations including receipt, handling, inspection & storage of incoming goods and the storage, picking, packing & dispatch of Finished Goods to customers.

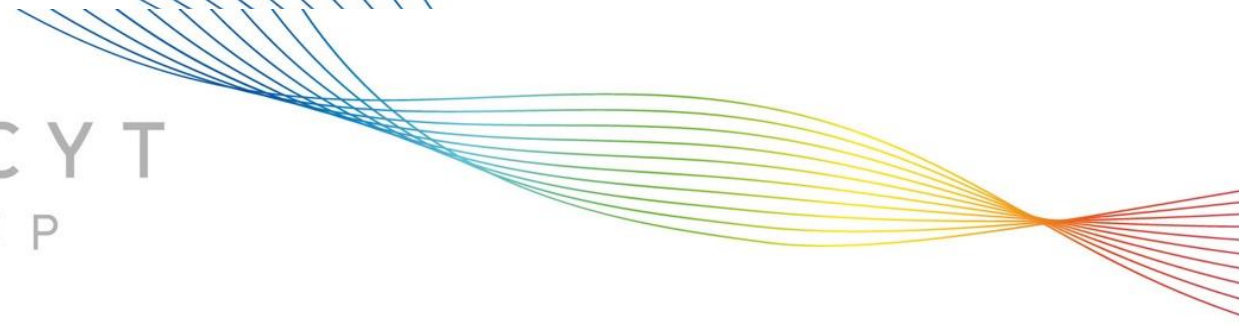
- Responsible for the management of component stores ensuring at all times that the area is well maintained, organised and safe. Assist in ensuring inventory of finished goods is accurate and full traceability is maintained. Carry out stock checks and cycle counts are required.
- Assist in ensuring all finished goods are accurately picked, checked, packed and available for shipping in accordance with customer requirements & specifications
- Assist in ensuring all incoming goods are accurately received, booked in and correctly stored. Carry out incoming inspection where necessary or notify QC group of inspection requirement through GRN/QCD. Ensure stock is available for use when and where required.
- Follow and promote good general housekeeping and H&S practices within the Warehouse with authority to stop non-compliant activities.
- Act as deputy for Warehouse Manager if/when required (ie holiday cover)

Kit Production (estimate 30-50% depending on business requirements)

- Work within a team under general guidance from Supervisor or Senior Technician to produce Finished Good, enabling continuous supply in accordance with the relevant production schedule. Includes dispensing, labelling and packaging of diagnostic kits. Maintain up to date training records.
- Ensure strict adherence to all relevant work instructions, quality procedures and H&S policies. Fully and accurately completing all production documentation.
- Assist with completion of production support activities (glassware prep, sterilisation etc) in a timely manner along with ensuring that the production areas are kept in full working order, are safe, are organised, are clean and are adequately stocked with consumables.

General

- Assist production support leader with inventory management including purchasing if required.



Skills and Experience

- Experience of working within a warehouse and/or manufacturing environment highly advantageous, ideally in the medical device industry.
- Fully trained (or able to be trained) in safe use of fork lift is essential ideally with counter balance licence.
- Flexible in both time and attitude, showing pride in work and areas of responsibility. Possess excellent attention to detail, can multi-task, has good communication skills and is able to work effectively within a team. Generally optimistic and helpful with a desire to getting tasks completed to schedule.
- An awareness of safe manual handling techniques, the requirements for shipping dangerous goods including use of dry ice, previous laboratory experience and basic awareness of Quality System requirements would be beneficial although not essential as training will be given.
- Good general level of education is required. Basic computer skills including MS Excel and Outlook are advantageous.

Additional Information

The successful applicant will need to manage their time effectively to work closely across functions when required with Production Support Leader, Production Supervisor and Warehouse Manager. Additional interaction with Operations Manager and Customer Services will be required. It is anticipated longer term that this role may develop fully into a Warehouse position and a desire to develop their career in this direction would be required.

Hours of Work	37.5 hours per week
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For further information or to apply for this vacancy please e-mail Kay Campbell, HR, kay.campbell@novacyt.com