

## VACANCY

**Job title:** Warehouse Administrator (6 months Fixed-term contract)

**Location:** Primerdesign, Southampton

### **Job Summary**

The Warehouse Administrator is responsible for performing all Goods In, stock movement and Goods Out administrative activities in an accurate, timely and compliant manner. This includes the receipt, inspection & logging of incoming goods and the recording of stock sent to subcontractors or Finished Goods sent to customers.

### **Main duties and responsibilities**

- Ensure all incoming goods are accurately received and booked in. Carry out incoming inspection where necessary.
- Management of all stock quantities and locations within Sage. Ensure inventory of components and finished goods is at all times accurate and full traceability is maintained. Carry out stock checks as required and investigate any discrepancies.
- Ensure all stock movements are accurately recorded in a timely manner for shipping of stock to subcontractors, shipping of products to customers and internal transfers.
- Input into warehouse related policies and procedures and manage work area to GMP standard. Ensure work areas and equipment are fit for purpose, are maintained adequately, are safe and are used effectively and in accordance with work instructions.
- Follow and promote good H&S practices within the Warehouse with authority to stop any non-compliant activities.
- 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.
- To support and assist other members of teams/departments/cross-department groups to ensure the efficient and effective completion of orders against company targets

### **Qualifications and experience required**

- Knowledge of Quality System requirements specific to role. Awareness of GMP.
- Excellent general level of computer literacy including MS Excel and Outlook. Familiarity with stock control software such as SAGE an advantage.
- Good attention to detail is essential.
- First aid and/or fire training an advantage.
- Proactive and flexible team player with good interpersonal and communication skills.
- An optimistic and helpful attitude with a desire to getting tasks completed to schedule essential
- Can work to and deliver against tight deadlines.

For further information or to apply for this vacancy please e-mail [recruitment@novacyt.com](mailto:recruitment@novacyt.com)