

## VACANCY

**Job title:** Warehouse Operative

**Location:** Camberley

We are Novacyt, a rapidly growing diagnostics group specialising in infectious diseases. We have a number of successful brands and serve a large global customer base, from hospitals to large corporates.

Microgen is an expert in the development, manufacture and distribution of high-quality diagnostic products. These include gold standard molecular assays and a growing portfolio of rapid immunoassays for the detection of toxins, bacteria, viral antigens and key indicator proteins.

We're currently looking for a Warehouse Operative to join the Microgen team in Camberley on a full-time basis.

### **Job Summary**

The Warehouse Operative role is a full time, permanent and multi-faceted position providing support across Microgen's 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**

- 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 as 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 a deputy for Warehouse Manager if/when required (i.e. holiday cover)

### **Qualifications and experience required**

- 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

## **The Benefits**

- Competitive salary
- 25 days' annual leave
- Ability to buy and sell annual leave
- Cycle to work scheme
- Refer a friend scheme
- Life assurance
- Private medical insurance
- Group pension scheme

It's an exciting time to join our team as we are making huge leaps in the fight against COVID-19 and have recently been awarded a Breakthrough of the Year award at the European Mediscience Awards 2020.

We are the best in the world at what we do. If you are looking to learn, grow and succeed as part of a passionate team who are eager to make a difference, we want to hear from you.

Hours of Work	37.5 hours per week
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For further information or to apply for this vacancy please e-mail [recruitment@novacyt.com](mailto:recruitment@novacyt.com)