



GMP Stores Person

Vacancy:

RoslinCT is looking to employ a motivated GMP Stores Person to join the team. RoslinCT is a leading Contract Manufacturing and Development organisation within the cellular therapies/ATMPs field based at the Edinburgh BioQuarter and performs cutting edge investigational medicinal product manufacture for clinical trials across Europe and the US.

Job Description:

Main Function:

This role of GMP Stores Person will report directly to the Supply Chain Supervisor and will provide support to the Supply Chain, Production, CTD and Quality Control teams with regard to the management of raw materials procured in support of GMP manufacture and suppliers, planning, logistics and distribution.

Specific Responsibilities

- Maintain appropriate stock levels of all general consumables and carry out stock checks of consumables and reagents with support from the Supply Chain Supervisor.
- Upkeep on manual inventory system using stock cards and Excel spreadsheets
- Receive inbound deliveries of materials, including ambient, 2-8c and frozen material and move to appropriate holding location awaiting release.
- Work with QC department to ensure products are released in a timely manner.
- Liaise with Suppliers to ensure all required documentation for delivered products is available when required.
- Perform activities in accordance to GMP and standard operating procedures.
- Participate in the timely completion of GMP quality documentation.
- Assist in shipping temperature sensitive products to clinical trial sites in accordance with Good Distribution Practice.
- Communicate with vendors, suppliers, clients and contractors that facilitate the smooth flow of our CMO services.
- Assist as required with customs clearance of imported supplies, materials and equipment.
- Ensure all materials and equipment is stored safely, correctly and securely depending on item classifications.
- Issuing of raw material from picking lists to holding area using FIFO/FEFO practices.
- Good housekeeping of storage areas to maintain audit ready facility
- Inventory control of required products, including checking orders against incoming deliveries to ensure quick payment of supplier invoices.
- Ensure materials are passed through to graded areas in the appropriate manner and all related logs are complete.
- Assist in ensuring the production team have all required materials available in the clean rooms prior to the start of any process.
- Assist in passing through additional materials or paperwork as required to the production team during processing.

Qualifications Required:

The successful candidate will hold an HNC or equivalent qualification/experience.

Skills/Experience Required:

The ideal candidate will also have:

- Experience in inventory control and warehousing preferably within a GMP environment.
- Competent in computer packages including Microsoft Office.

Training will be provided for a successful candidate without supply chain experience but with transferable skills and the behavioural competencies outlined below.

The successful candidates for this role will have the following behavioural competencies:

- A determination to succeed with a "can do attitude"
- Excellent attention to detail with a desire to continually develop and improve our processes
- Ability to learn and share your knowledge where appropriate
- Flexible and enthusiastic with the ability to adapt to changing priorities
- Excellent communication and interpersonal skills
- Exceptional organisational and time management skills
- Customer focused with the ability to work to deadline and deliver results
- Emotional resilience and an ability to work under pressure with good humour.

To apply, please send your CV and a covering letter to jobs@roslnct.com

Salary: Dependent on experience and qualifications

Location: Edinburgh and Lothian