JOB DESCRIPTION

JOB DESCRIPTION CREATION DATE:	April 2024
POSITION:	Distribution Associate
BUSINESS UNIT:	Clinical Services
LOCATION:	Craigavon
REPORTING TO:	Distribution Supervisor
RESPONSIBLE FOR (PEOPLE):	NA

OVERALL ROLE OBJECTIVE:

To be responsible for carrying out clerical duties relating to Distribution orders shipping from Craigavon or Dundalk facilities. Duties will include the generation or independent review of associated shipping documentation required for the effective control of material throughout the despatch and distribution process. This will extend to include the subsequent follow up actions with regards to tracking/tracing shipments following despatch. This role requires a degree of manual handling.

The post holder will ensure that the duties described are completed in a timely manner, with high levels of accuracy and in accordance with GMP.

JOB SPECIFIC RESPONSIBILITIES:
The post holder will:

1. Undertake all assigned duties in accordance with GMP and as detailed in the relevant SOPs, reporting any deviation from procedure to the Distribution Supervisor and/or Distribution Team Leader.

2. Ensure that all Distribution activities are completed in accordance with approved documentation to support each distribution program.

3. Receive and print Drug Order Forms (DOFs) received through the Shipez tracking application and customer specific portals (as applicable).

4. Schedule user expected shipment dates/requested on site dates (as applicable) in accordance with standard Distribution timelines, highlighting any urgencies to the relevant DC for follow up.

5. Perform and maintain computer transactions in line with distribution and material control systems.

6. Prepare the associated shipping documentation required for Project and Ancillary shipments in accordance with the relevant SOPs, the protocol specific DI or shipment specific DSS, courier and customs regulations.

7. Generate shipment invoices, e-Cert documents (CofO, EUR1, ATR-1 forms, etc.) and any other country specific documents/declarations (as applicable) for each shipment.

8. Prepare the associated shipping documentation required for each distribution shipment in accordance with the relevant SOPs, Protocol specific DI instructions, courier and customs regulations.

9. Transcribe information provided on DOFs accurately onto COSMOS. This information may include but is not limited to - consignee details, quantities, batch information and medication ID numbers.

10. Identify if specific medication numbers and/or batches and/or expiry dates have been requested and ensure that only these specific items are selected and added to the order – highlighting any discrepancies to the relevant DC and Project contact(s) for follow up.

11. Perform independent reviews of associated shipping documentation required for each despatch in accordance with the relevant SOPs, the protocol specific DI or shipment specific DSS, courier and customs regulations.

12. Track and trace outbound shipments with couriers following despatch to ensure they have been or will be delivered in time - highlighting known exceptions to the relevant DC and Project contact(s) for follow up.

13. Carry out administrative duties such as photocopying, filing and archiving of distribution documentation.

14. Complete and forward regular department reports, trackers

15. Miscellaneous administration duties , such as postal collection , label collection & placement of stationary orders.

This role may require additional coverage beyond normal working hours as and when required. It is a condition of your employment that you are able to fulfil this requirement of the role.

GENERAL ROLE RESPONSIBILITIES:

Quality	Ensure GMP is adhered to in all areas of work.
Health & Safety	Understand Company's Health & Safety Policy and follow all company HSE procedures. Report all accidents or any unsafe conditions in the workplace.
Training and Development	Ensure training has been received before undertaking specific duties and that all training is recorded in training records.
Human Resource Management	Adhere to all HR policies and procedures, to include all absence policies and procedures.
Communication	Communicate within your own department to ensure that all relevant information is forwarded to the appropriate personnel on a regular and timely basis. Provide regular updates to your line manager regarding progress on required duties and the status of any projects.
Equal Opportunities	Observe and adhere to the company's Equal Opportunities and Dignity at Work policies ensuring that a neutral and harmonious work environment is maintained in which bullying and/or harassment does not occur.
Core Competency Framework	Ensure that all job specific responsibilities relating to the overall role objective are carried out in accordance with the requirements outlined within the Almac core competency framework.

By signing this Job Description I accept that I have received and read the Job Description and have accepted the responsibilities identified therein.	
EMPLOYEE'S SIGNATURE:	
PRINT NAME:	
DATE:	

This job description should not be regarded as conclusive or definitive. It is a guideline within which the individual jobholder works. It is not intended to be rigid or inflexible and may alter as the Company's strategic direction changes.

PERSON SPECIFICATION

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	ESSENTIAL REQUIREMENT	DESIRABLE REQUIREMENT	ASSESSMENT METHOD
QUALIFICATIONS	GCSE (or equivalent) Mathematics and English Language at Grade C or above	GCSE (or equivalent) in five subject areas at Grade C or above	Application Form and Documentary Evidence
EXPERIENCE	Previous experience of working in a busy office environment, especially in relation to archiving and filing Experience of using computerised systems	Specific archiving experience	Application Form and Interview
KEY SKILLS	Proficiency in the use of Microsoft Office packages (to include Outlook, Word, Excel and PowerPoint) Proven ability to follow written work instructions Ability to organise, plan and prioritise tasks within a high volume, varied workload whilst maintaining a high level of accuracy in all work undertaken Ability to work effectively on own initiative and effectively contribute within a team environment Excellent communication and presentation skills (written and verbal)	Experience of working in a warehouse or distribution environment	Application Form and Interview



ALMAC CORE COMPETENCIES

COMPETENCY	BEHAVIOUR	ASSESSMENT METHOD
RESULTS DELIVERY	Delivers results on time, within constraints and in line with company policy and procedure and organisational strategy. Demonstrates a continuous drive for quality and a commitment to excellence.	Interview
PROACTIVE SOLUTIONS	Analyses and uses experience and logical methods to make sound decisions which solve difficult problems. Seeks practical/workable and innovative methods to deliver solutions.	Interview
LEADS BY EXAMPLE	Promotes a clear vision and mission. Acts as a positive role model for the organisation, fostering a climate of teamwork and development.	Interview
COMMUNICATION	Communicates clearly and effectively. Promotes the exchange of ideas and information across the organisation. Fosters dialogue to ensure everyone understands what is going on.	Interview
CUSTOMER FOCUS	Strives to exceed the expectations and requirements of internal and external customer; acts with customers in mind and values the importance of providing high-quality customer service.	Interview
JOB SPECIFIC KNOWLEDGE	Demonstrates required job knowledge and understanding to successfully and competently fulfill or exceed the requirements of their post. Follows correct procedures and guidelines (SOPs). Proactively demonstrates a desire to enhance and develop their job knowledge.	Interview