

Job Description & Person Profile

Compounding Technician



Department: Compounding

Reporting to: Senior Technician

Job Purpose:

To assist with the manufacture of bespoke products to the required standards and within required timescales for despatch.

Job Specific Responsibilities:

- Taking instruction and guidance from the Senior and Checking Technician or nominated trainer on a one-to-one basis, in the manufacture of products and the completion of documentation.
- Taking guidance from the Senior and Checking Technician or nominated trainer for product selection to enable progression through training levels.
- Minimising the potential cross contamination of products by maintaining levels of tidiness and cleanliness during the manufacturing process.
- Cleaning dedicated glassware and equipment, ensuring it is cleaned thoroughly and undamaged prior to returning to the dedicated storage areas.
- Participating in the end of day, weekly and six-monthly clean downs.
- Completion of training monitoring records to the required standard and evidence collected to support sign off on all training levels is filed in a personal training file and up to date.
- Assisting in all manufacturing duties, as required.
- Acting as nominated trainer, as and when required, for the training of new Compounding staff.
- Ensuring all waste generated in the manufacturing area is disposed of into the correct dedicated waste receptacle and removed, as required.
- Generating documentation when required.
- Assembling raw materials according to order requirements, as required.
- Assisting in the efficient and effective workflow, by ensuring the supplies of assembled orders are ready for manufacture, as required.
- Assisting with stock rotation, as required, and advising the Senior/Checking Technician of any stock problems.
- Ensuring adequate supplies of clean, dedicated glassware, equipment and raw materials and consumables are available for product manufacture, as required.
- Conducting and recording the daily water flush, as required.
- Conducting and accurately recording weekly and monthly balance calibrations, as required.

Company Specific Responsibilities:

- Comply with GDPR and data protection law.
- Ensuring good relations and communications with all team members.
- Working with all staff to maintain and develop the positive progressive culture within the Company.

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- Observing and complying with Good Manufacturing Practice (GMP) and Good Distribution Practice (GDP), Company Health & Safety Policies and Company Standard Operating Procedures (SOPs).
- Undertaking any other duties within the business which may be requested.

Person Profile:

- Essential requirements:
 - First class organisational and communication (both written and verbal) skills.
 - Highly customer focused and passionate about delivering excellent customer service.
 - Numerate with strong analytical and problem-solving ability.
 - Ability to work accurately in a busy and demanding environment, whilst adhering to stringent deadlines.
 - Ability to work in a very structured, repetitive role requiring elevated levels of concentration and stamina.
 - Ability to cope with fluctuating workloads.
 - Ability to prioritise, demonstrating good time-management skills.
 - Ability to achieve and maintain high standards with meticulous attention to detail.
 - Team player with the ability to work proactively using own initiative.
 - Self-starter with a 'can do' attitude.
 - Reliable, conscientious, and dedicated.
 - Due to potential contamination risks, you must adhere to good personal hygiene (not permitted to wear contact lenses, jewellery or make up whilst working in the manufacturing areas).
 - Committed to learning and development (including formal qualifications), with a passion to grow within the business.
- Highly Desirable:
 - Good IT skills e.g., Microsoft Office (Word, Excel, and Outlook).

Training:

You will receive on the job training and other specific training, as agreed, and required.