

Apprentice Warehouse Coordinator - Job Description

Role Purpose:

To support the warehouse operating areas in delivering safe, effective, and efficient warehousing and inventory control in support of project delivery.

Key Responsibilities:

- Embrace and role model the desired behaviours to exemplify our Company values, promoting an ethical, positive company culture.
- To maintain consistent and documented compliance with all relevant Safety, Health and Environmental (SHE), Good Manufacturing Practice (GMP), Data Integrity (DI), quality and best practice requirements.
- To learn how to undertake warehouse duties (goods receipt, warehouse and inventory management, goods issue, finish item despatch, packaging and so on) in both a GMP and non GMP warehouse, following principles of Good Warehousing Practice.
- To provide support through the warehouse co-ordinator, as required and able, to aid the different operational teams within CPI.
- To provide support to the different CPI warehouses, learning the day-to-day requirements of the business and how the warehousing department impact this.
- To plan and prioritise tasks, review and evaluate progress against objectives and investigate alternative scenarios.
- To develop an understanding of the flow of raw materials and consumables throughout the facility including goods in, warehouse storage, distribution to laboratories and goods out.
- To gain an understanding of the different computer systems used within the warehouse environment and how they are used to enable the role.
- Review and uploading of materials and consumables into the appropriate systems so that all are allocated to the correct projects meaning that costs can be correctly captured.
- To assist with maintaining visibility of stock levels, continuous availability, correct labelling, location, and use of FEFO and FIFO principles.
- To develop an understanding of warehouse integrity, including accountability of all goods in/out movements so that inventory control is maintained.
- Work alongside the Warehouse Coordinator to manage compliance with the required safety, housekeeping, and quality systems, working closely with the Facilities Management and Warehouse teams. Develop an understanding of what an SOP is and how they are used to enable compliance and facilitate efficient operation.
- To have an understanding of how to adequately package all items and parts for repair for safe delivery to the customer or vendors, assisting the warehouse co-ordinators in liaising with the various carriers used for delivery to customers.
- Take part in the review and maintenance of the warehouse and associated equipment (e.g., FLT, cylinder storage, laydown area, office areas etc.).

Apprentice Warehouse Coordinator - Job Description

- To identify and understand the requirements of internal and external customers and use creative thinking and problem solving to challenge assumptions, innovate, make new proposals, and build on existing ideas.
- To promote and ensure the application of quality standards relevant to the workplace and comply with the internal and external regulatory environment such as procurement, maintaining records, traceability & confidentiality.
- To be responsible for own continuous professional development.
- To ensure good communication (through support from the Facilities Management and Warehouse Teams), working positively with personnel throughout CPI in general, particularly with the technical teams and Procurement in order to provide an excellent level of service to the business.

Direct reports: No direct reports

Person specification

Education / Qualifications:

Essential:	Desirable:
A minimum of GCSE Level 4 (or equivalent) in Maths or English.	

Competencies and behaviours	
Leadership (Core)	Decision Making (Core)
• Respects and values our diverse people and the differing talents, skills and backgrounds that they bring to projects and day-to-day work. • Has a positive influence on those they are in contact with. • Gains the respect and confidence of colleagues and supports them in achieving their goals and targets. • Aligns their behaviours and actions to our PRIDE values, vision and goals.	• Within area of expertise recognises, identifies and defines problems. • Generates and evaluates alternatives, draws conclusion and analyses risk. • Takes timely and correct action using established methods to ensure effective solutions are implemented by working as a team and with and focused outcomes to be delivered.
Communication (Core)	Developing self and others (Core)
• Communicates in a clear and concise manner, covering all relevant points in a timely manner. • Uses the appropriate route and format to communicate.	• Knows own career aspirations and clearly communicates them to relevant colleagues whilst actively working to achieve goals.

Apprentice Warehouse Coordinator - Job Description

• Confirms understanding of others communication. • Asks questions to understand other people's viewpoints, keeping an open mind and embracing new ideas.	• Sets personal development goals and deploys strengths to achieve them. • Takes responsibility for one's own performance and actions, and invites and incorporates feedback from a variety of sources. • Regularly reflects on own capabilities to identify development priorities.
Collaboration (Core)	Delivery (Core)
• Establishes effective working relationships with other colleagues. • Builds and maintains a network of internal and external contacts. • Actively seeks, values and incorporates different views and ideas to broaden their prospective, embracing differing perspectives and unconventional ideas.	• Plans, prioritises and leads own area of work to deliver specified and agreed outcomes (time and standard). • Accurately scopes out length and difficulty of tasks, and repeatedly estimates correct amount of time needed for tasks. • Refers to lessons learnt from other projects/ tasks with related scope. • Acts with minimal supervision or direction by being purposely empowered to make decisions when needed. • Pays attention to detail and delivers accurate and high quality outputs.

Knowledge and Experience:

Essential:	Desirable:
Experience of using standard Microsoft packages. Be able to communicate effectively with a wide range of people in a variety of formats. Possess a desire to complete work to a high standard, a willingness to listen and to learn from others To show a professional attitude to work at all times, maintaining a high standard of time keeping, respect, and reliability.	Knowledge of using Microsoft outlook and SharePoint.