

Documentation Officer, Pharmaceuticals

Role: Full-time, permanent

Location: Barnstaple, Devon

Salary: £20k – £27k + bonus + benefits

The Role:

We're seeking a proactive and meticulous Documentation Officer (Artwork Materials) to create, coordinate and maintain our packaging artwork components (including bills of materials, company systems and master packing records), ensuring artwork creation processes run smoothly to generate a high level of accuracy and maximise customer satisfaction through effective communication and prioritisation. Acting as the face of our Artwork operations, you'll develop strong working relationships with our suppliers and departments across the business to ensure we have a clear picture and of required packaging materials (e.g. cartons, leaflets, foils, printed componentry), packing instructions and an accurate specification of items to support accurate ordering and waste minimisation. On receipt of a new artwork item/material request, you'll create and maintain the relevant documentation and update our Item Master, Plant Records and Master Bill of Materials, before creating a Master Batch Packing Record for approval circulation to relevant parties. On approval, you'll prioritise our artwork creation schedules in-line with project plans and shop floor requirements, monitoring item compliance against our product licence specifications. To support the smooth running of the department, you'll raise Change Control documentation where required, accurately maintain our Pharmacode database and retire obsolete artwork items or supplier relationships, as appropriate. Taking pride in your work, you'll proactively identify and implement improvements to our working practices to enhance efficiency and update Standard Operating Procedures (SOPs) accordingly.

The Person:

With previous experience in similar responsible and technical administration role, you'll have good IT skills across Microsoft Office and experience of record / database management, along with the ability to learn new systems quickly. You have a keen eye for detail and take a methodical and organised approach to your work; some experience of managing projects or planning team workflows to meet deadlines would be useful. With excellent communication and interpersonal skills (in written and spoken English), you're approachable and engaging, confident liaising with people at all levels of seniority and able to navigate cultural differences with ease. You also understand how to develop and maintain effective working relationships with suppliers. As a natural team player, you're self-motivated, keen to support your colleagues and proactive in identifying and implementing improvements to working practices. Experience working within a manufacturing or packing environment would be useful, as would knowledge of ERP systems, supply chain management or previous experience of working with technical product specifications, but this is not essential.

The Rewards:

In return, we offer a competitive salary package (with bonus scheme), a generous pension scheme and 27 days' holiday (plus bank holidays) per year. We also offer a range of other benefits to support our team, free parking, cycle to work scheme, subsidised restaurant facilities and healthcare options. Not to mention the opportunity to be part of a progressive and expanding business with increasing global reach, and the support of ongoing training and development. To demonstrate our commitment to this, the successful candidate will be supported with a tailored continuous development programme, which could include industry training, attendance at conferences and relevant qualifications.

How to Apply:

If you possess the experience, passion and ability to make this role a success then we would love to hear from you. Please send your CV with covering letter to RecruitmentBST@accord-healthcare.com by 5th April.

A Bit About Us:

Accord Healthcare is one of the fastest growing generic pharmaceutical companies in the UK and Ireland, involved in the development, manufacture and distribution of medicines to over 70 countries around the world. Recognised as a 'Partner of Choice' across the industry for our quality and customer service, our core aim is to support patients to receive the medicines they need, when they need them. With an ambition to become a top 5 pan-EMENA generics company by 2021, we're looking for the best and brightest technical minds and forward-thinking business professionals. Keeping our people at the heart of all we do, we offer rewarding opportunities for those looking for continued personal and professional growth, investing in training and development tailored to each individual's focus. So, if you're looking for an inclusive company to take your career to the next level, you're certainly in the right place.