

## Job Description

Job Title	Stores Technician		
Role Purpose	The role holder is responsible for providing an efficient and effective stores service within the Laboratory Management team and to maintain an efficient control of inventory for the company.		
Main Duties and Responsibilities	<p><b>Professional/Technical</b></p> <ul style="list-style-type: none"> <li>To maintain adequate working levels of consumables and communal reagents in the labs</li> <li>To manage stock controls of chemicals and solutions</li> <li>To place orders with suppliers through the procurement system</li> <li>To collect and distribute orders from central on-site stores</li> <li>To check-in goods and chase non-deliveries</li> </ul> <p><b>Systems/Procedures</b></p> <ul style="list-style-type: none"> <li>To assist with the implementation and monitoring of Health, Safety and Environmental requirements</li> <li>To assist with asset management</li> <li>To organise the disposal of waste according to guidelines</li> <li>To undertake any other duties relevant to the position and level</li> </ul> <p><b>Leadership/Team</b></p> <ul style="list-style-type: none"> <li>To follow SOPs for general lab procedures</li> <li>To report non-compliance with SOPs as appropriate</li> </ul>		
Essential Qualifications and skills	<p><b>Academic requirements</b></p> <ul style="list-style-type: none"> <li>GCSE in Maths and English</li> </ul> <p><b>Professional and Technical Expertise</b></p> <ul style="list-style-type: none"> <li>Good ICT skills</li> </ul> <p><b>Leadership</b></p> <ul style="list-style-type: none"> <li>Committed team player with proactive attitude</li> <li>Ability to work unsupervised as well as part of a team</li> </ul> <p><b>Focused to achieve results</b></p> <ul style="list-style-type: none"> <li>Good attention to detail</li> </ul> <p><b>Communication</b></p> <ul style="list-style-type: none"> <li>Ability to communicate with all levels in the Company</li> <li>Ability and willingness to escalate issues to a group manager when appropriate</li> </ul>		
Desirable Skills & Qualifications	<ul style="list-style-type: none"> <li>Experience of computer-based procurement systems and other databases</li> </ul>		

Date of review .....