

Clarity Pharma Ltd is a leading Pharmaceutical Distributor providing both bespoke end-to-end distribution services combined with market access services, insights and strategies. We work with a number of clients providing them with storage and distribution services as well as supplying over 2,000 Primary Healthcare customers.

Founded since 1999, we have had huge success over the years, winning numerous awards and most recently in 2021 winning the 'Alantra Pharma Fast 50' award for the second year running.

We currently have an exciting opportunity for a Stock Controller, to join our team. The role is to ensure that all orders are fulfilled in line with Company issued Standard Operating Procedures (SOP). This extends to controlling all aspects of incoming goods, placement and location of stock, rotation of stock, short-dated management and supplier returns.

Role and Responsibilities:

- To ensure all records required by the Company, the MHRA and the Home Office in relation to Controlled Drugs are maintained clearly and accurately daily, monthly, and annually.
- To prioritise stock urgently needed for the warehouse and the sales team.
- To ensure correct rotation of stock within locations to enable stock with shortest life is sold first and to coordinate completed daily/weekly/monthly checks on stock included short dated, blocked lines and damages.
- To complete stock inventory with daily counts to ensure that the warehouse stock checks are completed on a rolling basis with CD's, hi value, slow moving and fridge lines counted fortnightly/monthly as laid out in the SOP's and to ensure all stock discrepancies are investigated and reported accordingly.
- To complete daily controlled drug stock takes accurately so it reconciles with the daily report.
- To identify and assist in highlighting slow moving, short dated or damaged stock. To ensure correct rotation of stock within locations to enable stock with shortest life to be sold first.
- To validate that all stock returned by customers is examined via falsified medicines checks/dates/product/quantity and confirms that their return reflects correctly what is documented on their customer returns note before returning to stock and/or destroying.
- Returns identified as being damaged, outside the 5 day return window, short delivered or sent out in error should be documented and dealt with in accordance with the relevant SOP. Clear communication is required with all departments to ensure that they are processed & recorded correctly as required.
- Follows MHRA/SOP guidelines procedures when a product is being returned due to a recall ensuring that all necessary departments/Managers are informed.

Person Specification:

- Previous Warehouse experience- Essential.
- Previous Stock Controller experience-Essential.
- Proactive and hard working with a 'can-do' attitude.
- Strong attention to detail .
- Excellent communication skills (written and spoken).
- Confident with decision making and highlighting findings.
- Compliant with working to regulations.

Benefits:

- Opportunities for career progression.
- On-site parking.
- Company socials.
- 25 days holiday + 'Birthday Club'.
- To be part of an exciting & growing company with a great team.