



JOB VACANCY

A Market leader in Natural Healthcare

G.R. Lane Health Products Limited; is a family owned well established manufacturing business based in Gloucester. The company is a market leader in the natural healthcare field with a broad range of branded healthcare products, which combine the elements of science and nature.

Job Title	Tablet Room Operative		
Job Type	Working in the Tablet Manufacturing Area - Dispensary Area		
Hours of Work	38.75 hours a week 7.00 until 16.00 – Mon to Thu 7.00 until 11.45 Fri	Salary	Dependant on experience
Reporting Direct To	Manufacturing Managers	Dept. Head	Production Manager

POSITION OVERVIEW

To operate and work in the Creams and liquids and cover in the Tablet Room/Dispensary area as directed to accurately process raw materials to BMR requirements and GMP Standards whilst working to Standard Operating Procedures at all times.

MAIN TASKS AND KEY RESPONSIBILITIES

- 1) Process raw materials to BMR requirements.
- 2) Work to SOP and GMP standards.
- 3) Checking weights against BMR(s).
- 4) Responsible for checking each stage against BMR.
- 5) Ensure Health & Safety requirements are adhered to at all times.
- 6) Ensure quality of product.
- 7) Report to Team Leader/Manager all deficiencies, defects for product or machinery problems.
- 8) Observe and abide by all company rules and procedures as laid down in the Employee Handbook including the Health & Safety at Work Staff Hygiene Handbook.
- 9) Keep your work area clean and tidy ensuring a safe working environment for yourself and work colleagues.
- 10) Ensure a good level of personal hygiene.
- 11) Wear, at all times, PPE as instructed and as directed by the signs in the area of work/BMR's
- 12) Dispensing, Granulation, Compression and Film/Sugar coating of tablets to BMR requirements.
- 13) Any other duties as is deemed necessary for which you have been trained or have the necessary experience

Training provided - GMP, Manual Handling, Health and Safety and any further courses deemed necessary by Management.

Personal: Flexible approach to working; focused attitude, resilient and enthusiastic in all areas.

Must have- Good attention to detail

Benefits

Employee assistance programme

On-site canteen

Holiday entitlement of 24 days per annum (21.5 bookable days as the site shuts down for Xmas) + Bank holidays

Upon successful completion of 6 months probationary period:

- Cycle to Work Scheme
- Opportunity to increase pension contributions (matched to a maximum of 4% of salary by the company)
- Opportunity to join an employee contributory Medicash plan
- Opportunity to attend various social functions