

## Warehouse&Shipment Specialist

Job ID  
REQ-10026989

10月 22, 2024

Italy

### 摘要

Ensure the correct flow of raw materials into the company in compliance with GMP regulations. Provide for the distribution of raw materials to production to the management of semi-finished and finished products.

Perform all activities related to the final packaging of the product

### About the Role

#### Major Accountabilities

- Perform all the activities and controls required by the procedures during the receipt of the goods.
- Management of the components and materials accepted, in according to the GMP requirements, implemented by the procedures and using the appropriate equipment and

facilities.

- Storage and distribution of materials stored in the raw materials warehouse to the production department in according to the SOP and the established procedures.
- Checking of validity conditions of the raw materials and approved stocks.
- Separation and management products returned subject to complaint.
- Controlling of the environment conditions of the raw materials and the products storage rooms.
- Packaging and shipment of finished products.
- Ensure the execution of all main activities in according with the requirements of the GMP, that is:

Behavior standards and flow of materials in unclassified areas to contamination controlled in according with established procedures. Use of materials and product ' s identification labels at the all stages of the process to ensure the traceability requirements as per internal procedures Compilation of all Logbooks and worksheets in the arrival phase of raw materials and in the shipment of finished products in real time and in compliance with the requirements of the documentation management procedures Report every anomaly or deviation detected during any activity to the Warehouse manager and Logistics Staff.

#### Key Performance Indicators

- The results of internal audit warehouse compared to the number of goods arrived and correctly stored / moved in compliance with the company SOPs.
- Difference between picking lists prepared by the warehouse and the number of complaints / reminders or adverse events arrived from the production department received due to the warehouse.
- Difference between the number of finished packaged and shipped products and the number of complaints received due to the warehouse.

#### Job Dimensions

Subordinate Functions: N/A

Number of Associates: Direct: 0, Indirect: 0

Financial responsibility (where appropriate): N/A

Impact on the organisation (where appropriate): High

Ideal Background (State the minimum and desirable education and experience level)

Education: High school Diploma

Languages: Basic knowledge of English, verbally and in writing

Experiences:

Previous experiences in the field of warehouse and shipping management

Open and clear collaboration and communication to make sure the daily operation runs smoothly

Shows the appropriate sense of urgency around given tasks

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部门

Operations

Business Unit

Innovative Medicines

地点

Italy

站点  
Saluggia

Company / Legal Entity  
IT58 (FCRS = IT058) AAA Italy Srl.

Functional Area  
Technical Operations

Job Type  
Full time

Employment Type  
Regular

Shift Work  
No

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