

Job Title: Logistics Operative (Medicine Supply)
Reporting to: Logistics Coordinator (Medicine Supply) **Job Band:** Band 7
Direct Reports: 0 **Size of Team:** 1

As a Logistics Operative (Medicine Supply) with St John Ambulance, you will assist in the building and dispatching of life-saving medicine packs, ensuring all packs are safe, legal and properly kitted. You will also process medicine pack returns checking for compliancy and disposing of medicines in a safe and legal manner. You will play an important role in the day to day operations of the medicine store ensuring that operational duties and administration is undertaken in an efficient, correct and timely manner following national processes.

Key Responsibilities

- Assist in the building of Medicine packs for first aid services, ambulance operations and community projects.
- Use computerised systems and national processes, as appropriate, to control stock levels and ensure that items are dispatched in time to support first aid services, ambulance operations and community projects.
- Assist the Logistics Coordinator (Medicine Supply) in ensuring that the medicines store is appropriately stocked and clean ensuring that all necessary records are kept verifying this
- Follow national policies and procedures in relation to medicine supply and management
- Take a proactive role in the management of items associated with major expenditure or high risk eg high value medicines or controlled drugs
- Support employees and volunteers nationally to facilitate service delivery and safe working practice
- Assist in the reporting of statistics and compliance as required
- Perform any other duties commensurate with these responsibilities, the band of the post and skills and qualifications of the post-holder

You will

- Have the ability to work on own initiative
- Be comfortable with working in a restricted access environment for a large portion of the working day with periods of lone working
- Be willing to adapt and learn new skills
- Have keen eye for detail
- Have good Microsoft office skills

Person specification

This is a specification of the experience, skills etc. that are required to effectively carry out the duties and responsibilities of the post (as outlined in the job description) and forms the basis for selection.

Requirements	Essential	Desirable
Education and Qualifications		
Educated to GCSE level or equivalent (Grade C), minimum of 5 including Maths & English	✓	
Experience		
Experience of working in a logistics environment		✓
Working within a team	✓	
Undertaking administration		✓
Dealing with customer and/or volunteer queries	✓	
Skills, knowledge and abilities		
Excellent interpersonal skills with ability to communicate effectively at all levels	✓	
Ability to use Microsoft® applications at intermediate level	✓	
Ability to problem solve	✓	
Ability to prioritise and attention to detail	✓	
Understanding the importance of customer service and working with service level targets	✓	
Excellent written and verbal communication skills	✓	

This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of St John Ambulance. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

Initials: MM

Date of preparation: 10/04/2019



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