

## Job Description

**Job Title:** Purchasing & Supplies Assistant  
**Location:** Supplies Department, College Grove  
**Subordinates:** Purchasing & Supplies Assistant  
**Reporting to:** Group Supplies Manager  
**Accountable to:** Group Financial Controller  
**Liases with:** Supplies Team, Finance, HoD's. Suppliers

### Overall Job Purpose:

Responsible for day to day running of the TDL stores Purchase orders, Goods received, Computer System update, distribution, security and stock control.

### Main Duties:

To include, but not be restricted to, the following duties:

1. To raise Purchase orders with supplier for the Stores, Laboratories and the various departments with the company as required using computer system.
2. To update computer system, input of Purchase orders, Goods received and manual stock control system.
3. Enter departmental requirements on computer system.
4. Update computer system, delivery information, goods received and stock control system.
5. To accurately understand, delivery/issue/distribution of products held within the store and fulfil the objectives and direction given by the management of the company.
6. To liaise with the Finance department regarding Purchase orders/Delivery note>Returns to supplier and the Month end stock checks
7. To play a "hands on" role in the stores and supplies activity.
8. To ensure compliance with the quality objectives for the store and store staff.
9. To ensure the health, safety and cleanliness of the store environment on a day to day basis.
10. To oversee the receipt, distribution, co-ordination and safety of goods coming through the store.
11. To assist the Group Supplies Manager in the operation of the off-site store and distribution/supplies department.



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12. To ensure client users receive the highest levels of service from the department.
13. To participate in the timely monthly stock- takes within the store as well as spot checks in the various Laboratories and Departments.
14. To ensure polite and courteous communication with staff and external agencies at all times.
15. To provide a flexible approach to work, taking on additional tasks or providing relevant assistance and support across departments that may be required to ensure the department operates in an efficient and effective manner.

### **Health and safety**

To understand and be aware of, and act in accordance with all appropriate National, Hospital and TDL health and safety policies and COSHH regulations.

To attend mandatory and statutory fire, manual handling, data protection and health and safety training.

To ensure that biological and chemical hazards are addressed in all SOPs.

### **General**

TDL has adopted an Equal Opportunities Policy and specific regard should be taken of its content in relation to the treatment of employees or potential employees.

**This job description is not meant to be exhaustive or restrictive and duties may change in response to changing circumstances. These will be discussed with the post holder.**

**This job description will be reviewed as part of the annual performance review process.**



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## **General Duties**

To become familiar with the day – to day organisation of the department as it affects your work. You should be aware of the functions of the members of staff in the department as they affect your work. To attend laboratory meetings as required.

To undertake such work as you are assigned in a careful and efficient way and in compliance with current CPA standards, regulatory requirements and the TDL Quality Management System.

To communicate in a friendly, helpful and non-prejudicial manner in your dealings with staff, clients and / or customers as you will be regarded as a representative of your department as well as the Company, and you should behave accordingly. Matters regarding patients are confidential and must not be discussed except in the course of your duties. You will be expected to sign an undertaking to observe all patient and Company confidentiality.

To be aware of and abide by the rules and codes of the department. This is particularly important in the case of Health and Safety and Fire procedures. To behave in a professional manner and cooperate with all other members of staff at all times.

You will be trained for the work you are expected to do. Do not attempt any work unless you are confident that you can carry it out properly.

To adhere to and to positively promote the Sonic / TDL Core Values

To maintain high standards of work within your department.

Other duties as assigned by Group Supplies Manager

To participate in an Annual Joint Review



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## Person Specification

Attributes	Requirements
<b>Qualifications</b>	GCSE's
<b>Experience</b>	Experienced in Purchasing and stock control Working within a stores environment Knowledge of Microsoft Office (Word, Excel, Outlook)
<b>Skills and Abilities</b>	Computer literate Numerate Good communication skills (Telephone, Written, Email) Able to multi-task Work well under pressure An eye for detail
<b>Personal Qualities</b>	Team Player Punctual Reliable Honest

**This job description is subject to amendment in response to the changing needs of the department and company requirements.**

**This job description will be reviewed as part of the Annual Joint Review.**

I have read and understood and agree with this job description and confirm that I have been provided with a copy for my own records.

Employee: .....

Signed: .....

Date: .....

Manager: .....

Signed: .....

Date: .....