

| JOB DETAILS | |
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| Name: | |
| Job Title: | Stores And Dispatch Co-Ordinator (Ringwood Clinic) |
| Responsible To: | Clinic Manager (Ringwood Clinic) |
| Job Responsibility: | To process all goods received and for dispatch, purchasing, customer orders, stock issue and maintenance, post and packing at the Ringwood Clinic. |

| MAIN TASKS, DUTIES AND RESPONSIBILITIES: | |
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| 1. | To oversee and maintain smooth running of all clinic goods received and for dispatch, ensuring goods received are delivered to the correct recipient/department in a timely manner. |
| 2. | To action purchase orders with suppliers for both stock and non-stock items as raised through Business One and update Business One with details of incoming deliveries. |
| 3. | To process and send out all evening post, pack SAFO's and prosthetic limbs and make arrangements to send by the relevant post / courier service. |
| 4. | To process and ensure stock, loaned items, and warranty returns are sent to manufacturers. |
| 5. | Monitor outstanding credit notes for goods returned to suppliers on a monthly basis. |
| 6. | To take control of stock maintenance, housekeeping including stock rotation and quarterly stock checks. |
| 7. | To work as directed by the Clinic Manager (Ringwood Clinic) and ensure that clinical directives and standards are adhered to. |
| 8. | To ensure that your working area is maintained in an organised, clean and safe fashion. |
| 9. | To attend all departmental and company related meetings as directed / appropriate. |
| 10. | To work to and uphold company, ISO and working procedures / standards. |
| 11. | To liaise regularly with the Stores And Dispatch Co-Ordinator (Midlands Clinic) to ensure consistency across the company |
| 12. | To assist with preparation of cast work and maintenance of the cast room facilities as time allows. |

| SKILLS REQUIRED: | |
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| 1. | Strong organisational skills, ability to multi-task and effectively prioritise. |
| 2. | Self motivation and drive to complete tasks and the ability to interact and communicate confidently with Suppliers, Clinicians and other team members of all levels. |
| 3. | An awareness of Health & Safety at Work Act, GDPR and Equality Act. |

| SUPERVISORY / MANAGERIAL RESPONSIBILITIES: | |
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| 1. | |
| 2. | |
| 3. | |
| 4. | |

| KEY PERFORMANCE INDICATORS: | |
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| 1. | |
| 2. | |
| 3. | |

| ADDITIONAL INFORMATION: | |
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| 1. | |
| 2. | |

To ensure continued personal effectiveness and to meet operational requirements, job descriptions are periodically reviewed and updated. The Company would aim to discuss and reach agreement with you regarding any changes proposed but reserves the right, following reasonable consultation, to introduce any necessary changes to maintain business effectiveness and meet operational requirements.

Signature of Job Holder: _____

Signature of Line Manager: _____