Our Values Customer Value One Team Results Driven Excellence Innovation Quality

In Norbrook we pride ourselves in being one of the top companies in Northern Ireland and one of the top veterinary pharmaceutical companies globally. We develop & manufacture veterinary medicines, supplying products to 120 countries globally. With a strong portfolio of existing products and significant investment in R&D to launch new products annually, we have opportunities for individuals to join us and develop their career in a global company.

Our business strategy is supported by our Values – Customer Value, One Team, Results Driven, Excellence, Innovation, and Quality – and we support our employees to live the behaviours that creates our culture. Our on-going success is based on the expertise, knowledge and innovation of our employees. If you are interested in joining our team here at Norbrook and supporting our vision, then apply for this role.

Job Overview

To collate and assess production process paperwork into the required format prior to submission to the Documentation Department.

Main Activities/Tasks

- 'PCR Tracking records' – Maintain database containing information on all batches filled in Suites. Dates and Timelines of movement. Location, deviation attached etc.
- Suite 'Batch Traveller' – Logging on of all suite batches filled including QC no's of DHSS and chemicals used and adding Deviation tasks – Logging out of all completed batches to Documentations .
- Suite 'OEE' – Logging on of all batches filled in Suites and logging out to Documentations. Input of all filling shift data from manual recordings related to Suite OEE performance per week on to system.
- Scanning of all Suite completed batch PCRs to down-dating and ensuring accuracy of data prior to scanning enabling PCRs to be down-dated to ensure paperwork and batch can be processed with limited time loss.
- Responsible person for controlling working copy for hundreds of appendices for Suites & Services and to maintenance of 'working copy' logbooks for the same.
- Issuing and reconciliation of all equipment log books in Suites and maintenance of the 'equipment logbooks' logbook.
- Maintenance and update of Suite Training matrices for each specific job role within Suits.
- Preparation / organisation of all Appendix 1 / Appendix 2 SOP updates/new SOP's and filing.
- Maintenance of folders for all new updates ensuring all are up to date and current.
- Filling out and issuing of the relevant SOP appendices records, coordination, tracking of the same
- Stationery order – to maintain an adequate level of stationery.
- Photocopying
- Point of contact for all PCR query's from all departments i.e. QA, QC, MICRO, BT Deviation prioritisation.

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- Reporting through the QA department, you will have responsibility to approve and control the issuing of working copy documents for the recording of data within the GMP environment.
- Flexible in approach and carry out any task deemed necessary by management.

Essential Criteria:

- GCSE or equivalent qualification in Maths & English.
- Previous experience of MS office applications including Word and Excel,
- Excellent communication and organisational skills
- Ability to meet deadlines in a demanding environment.

Duration: Fixed Term Contract and/or Permanent

Location: Newry, Co. Down

Remuneration: Salary Attractive

Benefits: Free Life Assurance, Company Pension Scheme, 30 days annual leave, Wedding Leave, Employee well-being initiatives, Healthcare plan, Company Sick Pay, Employee Assistance Programme, On-site free parking, Canteen Facilities, Employee Perks scheme, Discounted Car Insurance, Annual Employee raffle, employee recognition scheme, career development opportunities and much more…

Contact: The Human Resources Department

Norbrook Laboratories Limited employs a workforce with members of all sections of the community and is committed to appointing people purely on the basis of merit. In accordance with our equal opportunities policy we would particularly like to welcome applicants from the Protestant Community.