

Position Profile



Details of the Position

Job Title: Goods In / Stores Person
Dept: Unit 4
Reports to: Buyer
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Position Summary

Working within the Purchasing Department, providing support to Manufacturing Department. Inspecting goods received against purchase orders, mechanical drawings and component specifications. Monitoring and working with systems for replenishing stock levels in Stores. Picking, packing and general stores duties.

Specific Responsibilities

- Goods inwards inspection
 - Ensuring all items booked in and inspected are correctly labelled
 - Utilising component data sheets and drawings to resolve queries on receipt
 - Stock inspection as and when required
 - Use of in-house PC systems
 - The issue, receipt and control of parts and materials for the Operators
 - Issuing stock in 'First In First Out' rotation
 - Maintain correct stock rotation and labelling
 - Assist in rolling stock-takes monthly, quarterly and annually
 - Maintaining stock levels to ensure physical and MRP stocks are the same
 - Establish high standard of organisation
 - To ensure compliance with Quality Standards
 - Liaise with your Line Manger with all work related problems
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Position Requirements

- Previous Goods In and Stores / Warehouse experience
- Ability to prioritise
- PC literate
- Full & current UK Drivers Licence
- SC – Security Cleared or able to become security cleared
- Familiar with the use of verniers, micrometers and other inspection equipment

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Person Specification

- Organised and self-motivated individual able to implement own initiative
- Ability to work as part of a team and individually
- Good communication skills
- Flexibility

Reporting Structure

Goods In/Stores Person ⇒ Buyer ⇒ Director, Gill R&D Ltd.

A position profile does not imply that the duties stated are the only ones to be performed by the incumbent. Employees will be required to follow any other reasonable job-related instruction as requested by their manager or a company director.