Job Title: Goods in Inspector and Controller

Reporting to: Brett Hyatt, Stores Manager

Job Specification

- Inspect all incoming goods to ensure quality, part numbers and quantity matches documentation.
- Inspect & photograph all incoming chassis promptly; reporting damages/shortages immediately within the criteria set by the chassis manufacturers
- Complete booking in on LN for new Chassis' as required
- Interrogate expected deliveries forecast and provide updates to purchasing daily.
- Inspection of profiles, machined items etc to ensure they match the drawing
- Process warehouse receipts in LN system and instruct on distribution of goods and putting away; locations are an important part of efficient stores management.
- Control of certified items; ensuring that correct certification is available upon receipt and following up on any missing certificates.
- Maintain inventory location accuracy – both physically and within LN
- Assist with resolving goods receipt issues at month end
- Assist to keep the stores in a tidy manner
- Administer/progress shortages via the shortage report ensuring that the data is kept accurate and up to date
- Provide cover in the stores in times of absence.
- Assist with all general store's duties, including picking, cycle counting, housekeeping and administration as required.
- Process sub-contractor orders and I a timely manner to avoid production delays

Attributes

Computer literate – experience with Office essential and LN or another MRP system ideal
Ability to read engineering drawings
Able to implement, understand and work within processes
Energetic, enthusiastic and in robust health due to nature of product handled
High attention to detail
Organised and tidy
Proven experience of working within a manufacturing/engineering stores environment ideal but not essential
Forklift licence ideal but not essential.
Class 2 HGV Licence ideal but not essential

All necessary PPE will be provided by the company
37.5 hour working week, 08:30 – 17:00 Monday to Friday