



## INTERNAL VACANCY

### GOODS INWARDS/TOOL STORES CONTROLLER

**SITE:** SPC WITTON

**RESPONSIBLE TO:** Material Planner  
Manufacturing Co-Ordinator  
Team Leader

**HOURS OF WORK:** Days

**MAIN PURPOSE OF THE POSITION:**

To ensure that under the direction and guidance of the Manufacturing Co-ordinator that you support the Manufacturing area with the supply of tooling, materials and pallets when required.

**PRINCIPLE DUTIES / RESPONSIBILITIES:**

- ◆ Control all goods inwards material from suppliers
- ◆ Labelling of all goods inwards materials in line with company procedure
- ◆ Ensure all relevant paperwork is maintained and passed on to the correct departments
- ◆ Load and unload supplier / customer / company vehicles as and when required
- ◆ Ensure all reject materials are returned to suppliers and that NCD documents are signed and passed back to QC department
- ◆ Provide key information to the SLC
- ◆ To ensure all manufacturing tools are stored safely and in the correct locations
- ◆ Preparation of goods for despatch to the SLC
- ◆ Maintain stock locations in goods inwards
- ◆ Ensure all repair tooling is despatched to the toolmakers in line with requirements
- ◆ Dock audits on all incoming materials as and when required
- ◆ To maintain effective utilisation of space in the stores to enable materials to be despatched on time with economical use of staff
- ◆ Maintain good housekeeping standards within the stores at all times
- ◆ To undertake preventative measures against the risk of fire within the stores, ensuring all fire exits are kept clear at all times and that fire equipment is in place
- ◆ Carry out reasonable adhoc duties within your work area as and when required by management
- ◆ Use of a computer in order to carry out your duties
- ◆ Despatch outside process parts from manufacturing, raising necessary paperwork
- ◆ Maintain effective security standards throughout the stores
- ◆ Ensure regulations with regards to H&S at work Act are understood and maintained
- ◆ To ensure all work from manufacturing is allocated to the correct areas
- ◆ Raise despatch notes as and when required
- ◆ Liaise with customers / suppliers as and when required
- ◆ Organise annual stock checks to provide an accurate stock valuation of the company's stock holding
- ◆ To ensure all quality procedures relevant to the stores area are maintained
- ◆ To audit loads to ensure they are correct against the paperwork

**JOB REQUIREMENTS:**

You will need to have good communication skills and hold relevant crane license.

Please apply for this vacancy by sending in your CV by e-mail, stating the reason you are applying and why you feel you would be suitable for this position. Please note CV's not sent in via email will not be considered.

This e-mail should be addressed to: Monique Fearon at [Monique.Fearon@sertec.co.uk](mailto:Monique.Fearon@sertec.co.uk)

**CLOSING DATE FOR APPLICATIONS- 27.10.17**