



INTERNAL VACANCY

GOODS OUTWARDS/ OP – LOGISTICS CONTROLLER x 2

SITE: SPC WITTON

RESPONSIBLE TO: Manufacturing Coordinator
Logistics Team Leader

HOURS OF WORK: AM/PM

MAIN PURPOSE OF THE POSITION:

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

PRINCIPLE DUTIES / RESPONSIBILITIES:

- ◆ Control all goods outwards and inwards OP from suppliers
- ◆ Labelling of all goods outwards materials in line with company procedure
- ◆ Ensure all relevant paperwork is raised, 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 via phone and email as necessary
- ◆ Preparation of goods for despatch to the SLC and customers
- ◆ Maintain stock locations in goods outwards
- ◆ Dock audits on all outgoing material 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
- ◆ Populate outside process promises on the SCC
- ◆ Use of a computer in order to carry out your duties
- ◆ Despatch outside process parts from manufacturing, raising necessary paperwork
- ◆ Progress chase outside process parts from suppliers
- ◆ Maintain effective security standards throughout the stores
- ◆ Ensure regulations with regards to H&S at work Act are understood and maintained
- ◆ Raise despatch notes and ASN's
- ◆ Raise and book all necessary transport for the despatch area
- ◆ Liaise with customers / suppliers as and when required
- ◆ Organise annual stock checks to provide an accurate stock valuation of the company's stock holding
- ◆ Carry out any necessary training as required to support the role
- ◆ 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:

To be successful you will need to demonstrate in your application that you have some booking experience. You will need to have good communication skills and hold a relevant 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

CLOSING DATE FOR APPLICATIONS- 27.10.17