



JOB DESCRIPTION

Post Title: Goods Inward Operative

Line Manager: Quality Manager

Job Purpose: To ensure that incoming goods are booked on to the system with minimum of delay and meet specifications. To maintain records accordingly. To provide technical support when requested in any quality related matters. To oversee and monitor progress of non-conformances.

Key Result Areas:

1.	<u>Goods Inwards General</u> Check quantity of incoming goods upon arrival to order and delivery note. Manage any Purchasing/delivery discrepancies. Ensure goods are booked in immediately. Repack or liaise with warehouse staff to arrange repacking of any goods that arrive overweight or with damaged or faulty packaging.	
2.	<u>Goods Inwards QC ex Suppliers</u> To carry out inspection of incoming goods including works order To follow up and liaise with staff as necessary regarding potential rejects.	
3.	<u>Goods Returned QC ex Customers</u> Investigate product related returns, customer complaints. Liaise with Purchasing if supplier at fault and support through to conclusion Inspect customers returns and evaluate re suitability for re-sale	
4.	<u>Technical Support</u> To carry out tests as requested To make recommendations based on test data To create product reports if requested To be involved in resource planning for new products	
5.	<u>General</u> Certification of calibrations, record and update as necessary Arrange calibrations of instruments and tools Inspect outgoing product if requested and produce Certs of Conformity Input drawings onto system against stock codes Maintain quarantine bay	
6.	<u>Quality System</u> Record of Non-Conformances as and when required	