

General Dynamics UK Ltd

Job Description

Job Title:	Goods Inwards Inspector
Reports to:	Material Logistics Lead
Department:	Avionics Stores (Manufacturing)

Please Note:

This is not intended to be an exhaustive description, but is designed to give an outline of the responsibilities.

1. Principle Purpose of Job

- a. To inspect goods received are correct to order / contract requirements.
- b. To ensure items with a shelf life are identified and managed as per local procedures.
- c. To maintain the Goods Inwards quarantine store for all non-compliant goods received.
- d. To cover off despatch area for peak demand and absences.

2. Main Responsibilities

- a. To inspect goods to the Company standards.
- b. To maintain correct data on the Company MRP and Defect recording systems.
- c. To inspect electronic devices for LEAD content as appropriate using an XRF scanner.
- d. To cover receiving and signing for deliveries.
- e. To undertake stock checking activities as required.
- f. Ensuring work areas are maintained to the company 5S standards.
- g. To cover for any other activities as determined by business needs.

3. Education and Experience

- Educated to 5 GCSE standard pass grades (C and above). An ONC in electronics would be advantageous.
- Experience/ability to work within the requirements of the defence industry for traceability.

4. Key Attributes

- Accuracy and Attention to Detail.
- Organised & disciplined.
- Self Motivated.
- Ability to work within a team.
- Able to work under pressure.
- Able to work in accordance with a delivery schedule.
- The ability to make decisions within your scope of authority and take responsibility for these.
- Numerate.
- Good communications & interpersonal skills
- The flexibility to recognise and respond to the changing needs of the role

5. Particular Skills Required

- Computer literate with good working knowledge of MRP systems.
- Ability to read mechanical / electrical drawings.
- Ability to use voltmeters, micrometers and verniers.

6. Section 7 of the Health and Safety at Work 1974 states that it is the duty of every employee while at work:

- To take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions at work; and
- As regards any duty or requirement imposed on his employer or any other person by, or under, any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirements to be performed or complied with.

Acknowledgement	
Signature of Post Holder:	Date:

Approval	
Signature of Responsible Senior Manager:	Date: