

Job Title	Goods In and Out/Stock
Department	Production
Line Manager	Production Team leader
Version	Goods In Out 2021.doc

Job Function & Scope:

The following Semmco Group activities and responsibilities form the important and critical aspects of the job description, however, there will be additional tasks connected to the day-to-day business requirements which will be associated with this position.

Key Tasks**Goods in**

- Receipt of goods in, including the unloading of pallets, trailers and platforms.
- Assisting the Quality Control Inspector in the inspection of goods delivered for accuracy and quality.
- Booking of stock onto computer inventory system (Currently Winman).
- Correct labelling and identification of stock.
- Correct handling and storage of stock in stores.
- Managing fast moving stock items such as fasteners.
- Maintaining correct stock levels on the computer system at all times.
- Completing all records required accurately.

Goods out

- Preparing stock for despatch.
- Arranging couriers and shipments including negotiating contracts and tariffs and completing relevant documentation.
- Loading of pallets.
- Picking and collating stock to be dispatched to Semmco Inc. and Semmco DWC.

Other

- Completion of order requests including missing parts, shortages and workshop supplies.
- Completion of works orders for products in process.
- Recording of Non-Conformance Requests.
- Picking of components and parts for the production team and product support department.
- Ensuring that the company quality procedures are followed and reviewed accordingly with the quality representative.
- Picking and despatch of orders for Service Engineers as requested.

Communications

The Team Leader is to be first line manager, but the position will involve working closely with other members of the company and following instructions and requests from them, the Production Supervisor

Liaise with Design department for drawings.

It is expected that all Semmco company members will act appropriately with customers, suppliers, members of the public and other members of staff at all times, and work and communicate in a professional manner either face to face, over the telephone or via written communication (including email).

Administration

The company operates using a quality system ISO 9001: 2015. All work must be recorded as per the company quality system, and company procedures must be followed. All materials used must be recorded and accounted to for to ensure that customers are charged correctly.

At all times it is expected that all Semmco employees will act appropriately in all dealings with customers, suppliers, members of the public and other members of staff, to work and communicate in a professional manner either face to face, over the telephone or via written communication (including email).