

CANDIDATE SPECIFICATION



JOB TITLE	Goods Inwards Operative
REPORTING TO	Supervisor
DEPARTMENT/SUB DEPARTMENT	Goods Inwards / Metal Prep
LOCATION	Rochford
OVERALL PURPOSE	
To ensure raw materials are received into the business correctly, processed and distributed into the appropriate work center when required.	
PRINCIPLE ACCOUNTABILITIES	
<ul style="list-style-type: none"> • Picking, cutting and preparing of material (e.g. billets) for use on machine tools and delivering them to the appropriate work stations, • Unloading and loading of vehicles using Forklift Truck / Pallet Stacker, • Use of various lifting aids, • Operation of automatic and manual saws (full training given), • Use of calibrated measuring equipment, • Paperwork check and visual inspection of incoming material in accordance with Company procedures, • Book in materials onto SAP and allocate to required location on the system, • Move raw material into relevant racking locations, • Issuing tooling and transacting in SAP System, • Ensuring high standards of housekeeping are maintained throughout the Metal Prep / Goods Inwards area to avoid hazards as per the Ipeco Health and Safety policy and report any potential dangers to area Supervisor as soon as they arise, • Work with other departments to resolve issues, • Undertake other duties, from time to time, as can be reasonably requested by the Company, • Undertake any internal / external training as required, • Liaising with other departments such as Production Control and Manufacturing to deal with any issues or queries that may arise, • Some heavy and unbalanced lifting required, • Ensure all Company rules and regulations are met. 	

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QUALIFICATIONS	ESSENTIAL	DESIRABLE
GCSE English and Maths (or equivalent) at grade C or above		✓
Fork Lift Truck Licence		✓
EXPERIENCE/ SKILLS	ESSENTIAL	DESIRABLE
Experience of working in a manufacturing environment	✓	
Experience using cutting saws	✓	
Proficient in IT systems, including MS Office		✓
Experience working with IT systems, such as SAP or other ERP systems		✓
Experience using measuring equipment		✓
Experience operating forklifts/ Hydraulic Pallet Trucks etc.		✓
Ability to work independently while collaborating in a team environment	✓	
Ability to work under pressure and to deadlines	✓	
PERSONAL SKILLS	ESSENTIAL	DESIRABLE
Team Player	✓	
Strong Work 'Can-do Ethic'	✓	
Exceptional at building relationships	✓	
Excellent Customer Service skills	✓	
Strong attention to detail and time management	✓	
Exceptional Planning and Organisation skills	✓	
High awareness of Productivity and Quality	✓	
Excellent Communication skills	✓	
Flexibility	✓	
Takes Responsibility for actions	✓	
Learn, Apply and Improve	✓	