

Job description

Role	Incoming Goods
Role purpose	The Incoming Goods role – operating under the Quality Department - is responsible for the controlled receipt, inspection, documentation, and booking-in of all materials, goods, BIP, coated/treated parts, and internal returns. The role ensures that no item enters the factory floor or production areas unless it has been fully checked, approved, and recorded in the internal system. This position is central to maintaining traceability, quality compliance, and efficient material flow across the business.
Key responsibilities	<p>Delivery Management</p> <ul style="list-style-type: none"> - Review the daily delivery schedule each morning and communicate expected arrivals to relevant stakeholders. - Ensure all incoming lorries use the designated holding area. - Liaise with Purchasing and internal departments regarding delivery changes, delays, or issues. <p>Receiving & Handling Goods</p> <ul style="list-style-type: none"> - Receive all shipments, unload vehicles safely, and sign delivery documentation. - Verify deliveries against purchase orders and supplier paperwork, including quantity, quality, and pricing. - Label each item with a unique identifier indicating the internal recipient. - Ensure incoming goods racks are cleared daily by 4pm, with no items left unprocessed. - Maintain a clean, organised, and clearly marked holding area. <p>Quality Checks & Documentation</p> <ul style="list-style-type: none"> - Conduct all required incoming goods quality checks, including coils, BIP, coated/treated parts, and general materials. - Complete all incoming goods inspection sheets, material analysis sheets, and associated documentation promptly and accurately. - Identify discrepancies or non-conformances and communicate with suppliers or shippers as required. - Manage the return of unsatisfactory goods, including coordination with couriers and suppliers.

Booking-In & Traceability (Core Responsibility)

- Accurately record all goods, materials, BIP, coated/treated parts, and internal returns in the internal system within agreed timeframes.
- Ensure no goods proceed to production, storage, or the factory floor unless fully booked-in and approved.
- Maintain correct batch number allocation and ensure materials are stored using FIFO principles.
- Process internal returns (material/BIP/WIP) and ensure they are returned to the correct stock locations after booking-in.

Internal Distribution

- Deliver goods internally only after booking-in and quality checks are complete.
- Obtain signed or stamped confirmation from the employee who ordered the goods.
- Ensure clear communication with all departments regarding the status of incoming items.

Inventory & Stock Control

- Maintain accurate records to support stock accuracy and traceability.
- Conduct weekly spot-checks on materials, nuts, BIP, and other designated items.
- Support periodic stocktakes and reconciliation activities.

5S & Workplace Organisation

- Maintain 5S standards across all incoming goods, holding, and storage areas.
- Ensure the BIP area in U19 is organised, clearly marked, and maintained to agreed standards.
- Promote a culture of cleanliness, order, and continuous improvement.

Health, Safety & Compliance

- Complete daily forklift checks and ensure all associated documentation is stored appropriately.
- Wear required PPE at all times and follow all safety procedures.
- Adhere to the Employee Safety Handbook and all company Health & Safety policies.
- Report hazards, unsafe conditions, or incidents promptly.

Communication & Professional Conduct

- Communicate professionally with colleagues, suppliers, drivers, and contractors.
- Support positive working relationships across departments.
- Represent the company in a courteous and professional manner at all times.

Key Performance Indicators (KPIs)

- 100% of goods booked-in before entering the factory floor
- Booking-in completed within agreed timeframes
- Zero unlabelled or unprocessed items left in incoming goods areas after 4pm
- Accurate completion of all inspection and analysis documentation
- Compliance with 5S standards in all relevant areas
- Timely resolution of delivery discrepancies and returns

Training Requirements

- Training will include, but is not limited to:
- Safe loading/unloading of lorries
- Incoming goods inspection and quality checks
- Use of internal booking-in system
- Stock and batch number verification
- 5S standards and workplace organisation
- Health & Safety procedures and PPE requirements
- Internal returns and traceability processes