

Job Description

Title of the position

Inwards Goods Coordinator / Storeperson

Department

Inventory

Reports to

Inventory Manager

Key areas of responsibility

Technopak prides itself on being one step ahead in the innovation, design and manufacture of our food grade packing equipment, and is committed to maintaining and building on these values.

Technopak as a company needs to further streamline on procurement processes working with the design team and operations to ensure an efficient build schedule is maintained.

The key focus for this role is accuracy and attention to detail, we can't afford to drop the ball. This role is fast paced and mistakes can be expensive. You must be able to follow established procedures.

This role entails administration tasks across the inventory dept; warehouse, inwards goods, spares & service and accounts. You will also work closely with project managers and the factory manager

You will be actively involved in a process of continuous improvement of the department as well as looking for consistent, quality supply of parts through a well-managed supplier network.

You will provide cover for the Inventory Staff and make sure you have the capability and understanding to do so.

This role is fluid and will change as our business evolves, at this stage the main areas of this role include;

- Inwards goods receiving and receipting
- Assisting Quality Assurance Person as required
- Collation of compliance documentation
- Vendor invoice reconciliation with accounts dept support
- Non-compliant items return to supplier and credit processing
- Quarterly stock take support
- Procurement Support

KPI's

- Accuracy of all inwards goods receipting/kitting
- Following up with all returned good for timely resolution
- Active involvement in the continuous improvement process

Key Point Indicators

- Assembly orders raised accurately and tracked to meet agreed timelines
- Accurate entry of information on all transactions.
- Ensuring stock levels for the store are accurately reflected within the Technopak Database system

Other Duties & Responsibilities:

- To actively follow company policies.
- To attend staff meetings and training as required.
- To observe the company's Fire and Health & Safety Policies.
- Adhere to procedures relating to the proper use and care of equipment and materials for which the role has responsibility.
- To maintain housekeeping standards.
- Carry out any other duties within the scope, spirit and purpose of the job as requested by the Senior Management Team.
- Demonstrate a positive, enthusiastic, committed and flexible attitude towards other team members, recognizing the importance and benefits of effective team working.
- Actively work at building and maintaining good working relationships with staff, customers and suppliers

Confirmation of Acceptance

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Luke Holmes
General & Operations Manager

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