



NORBAR TORQUE TOOLS LTD

JOB DESCRIPTION

JOB TITLE: GOODS IN/GOODS OUT CO-ORDINATOR/MATERIALS HANDLER

RESPONSIBLE TO: SHIFT MANAGER

REPORTS TO: TEAM LEADER

OVERALL PURPOSE OF THE JOB:

Responsible for receiving and unloading goods delivered to the company, the movement of goods and finished products between departments throughout the company, using the correct documentation procedures and loading despatch items.

KEY TASKS:

1. Load/unload all goods and raw materials from suppliers, using appropriate lifting equipment as required. (Current full forklift licence is mandatory).
2. Responsible for maintaining data accuracy throughout all aspects of the role, reporting errors according to procedures.
3. To identify goods that need inspection and pass them to the inspection department.
4. To be able to interrogate relevant areas of business system to gain information required to follow standard operation procedures.
5. Following standard operations and documented procedures when processing all goods through area.
6. Responsible for the movement of all materials, parts and finished products throughout all departments throughout the company.
7. To liaise with suppliers and all internal departments.
8. To be able to order Kanbans by fax or e-mail.
9. Provide cover for Transport Operative when necessary.
10. Any other duties required by the Team Leader/Shift Manager.