

JOB DESCRIPTION

TITLE	Stores Inspector		
DEPARTMENT	Stores	LOCATION:	Campus 5
HOURS OF WORK	39 hours per week	DAYS WORKED:	Monday to Friday
DIRECT REPORTS		REPORTS TO	Lead Inspector

OVERALL JOB PURPOSE (SUMMARY):

Purpose of Role

To execute quality control activities with the emphasis on the reduction of variation and waste in Stores through error prevention, lean manufacturing, CI activities, and compliance with business processes, applicable standards, legislation and regulations to meet customer requirements and stakeholder needs

Responsibilities

- Carry out booking in process of all goods received ensuring correct conformity with incoming paperwork/traceability.
- Acknowledge receipt of all goods to customers if required
- Maintain Bonded and quarantine stores in line with Company Quality procedures and industry regulations.
- Ensuring all parts are booked in and out correctly on the MIETrak ERP system to ensure full traceability and compliance with Quality requirements
- Ensuring equipment is calibrated and available for use.
- Creating CMM programs in support of first article, in process control and final inspection checks. We will be providing training for this.
- Provide Inspection support to other areas within the business.
- Support and execute continuous improvement activities in addition to providing information concerning product and process quality performance
- Liaising with suppliers to resolve issues to promote external and internal customer confidence and satisfaction
- Executing short- and long-term objectives to drive KPI improvements.
- Carry out final packing of goods prior to shipping ensuring all quantities, labelling and identification is correct, and that the correct despatch documentation is attached.
- Arrange couriers in conjunction with Customer accounts department.
- Carry out local delivery and collection where applicable.

- Execute Stores and transport processes to ensure;
 - Materials and parts are picked and delivered OTiF.
 - Inventory accuracy is >99%
 - Transport is managed efficiently and effectively to deliver OTiF.
- Ensure good housekeeping within the stores environment paying particular attention to your designated work area.
- Carry out Internal Audits as required by the Quality Manager.
- Ensuring all activities are carried out in accordance with relevant company and Health and Safety procedures.

Additional Duties

1. To contribute to productivity and morale by communicating problems promptly to management and by assisting members of immediate, and wider teams, when required, to the best of job holder's abilities.
2. To communicate effectively with management and other staff in order to improve morale and teamwork as well as better understanding of, and progress towards, overall Company goals.
3. Occasionally there will be a requirement to work extra hours to meet deadlines.
4. This job description is intended as a guide to the main responsibilities of the post, and the job holder will be required to undertake such duties appropriate to the grade and/or position as may be required by the Manager and/or Company, to ensure the smooth running of the Business.

General

1. To act in a manner that a reasonable person would expect from a member of staff.
2. By general demeanour and professionalism, to ensure always that the image presented of the Company is a favourable one.
3. To be aware of, and adhere to, Company policies and procedures.
4. To undertake, and participate in, the Company appraisal and reviews.
5. To actively participate in training and development courses appropriate to job holder's role and maximise opportunities for self-development by identifying any additional training needs.
6. The job holder will not, without due authorisation (or taking all reasonable care) and good faith, divulge private or strictly confidential information relating to the Company or to its staff, customers, suppliers or applicants, and particularly in respect of personal data.
7. The job holder will report any area of concern to their Manager.
8. The job holder will at all times carry out their duties and conduct with due regard to the Company's policies

Safety, Health & Environment

1. To work safely at all times in line with safety, health & environment legislation.
2. To be aware of, and adhere to all Company Safety, Quality and Hygiene procedures.
3. To ensure correct personal protective equipment is worn / used where applicable.
4. Ensure that identified risks are reported to Manager.



HSM Aero is part of the SA Group of companies
Company Registered in England No. 4794306