



ADVANCED ENGINEERING TECHNIQUES LTD



**SHEFFIELD
ENGINEERING
AT ITS BEST**

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9-15 Holbrook Avenue
Holbrook Industrial Estate, Halfway, Sheffield, S20 3FF

ADVANCED ENGINEERING TECHNIQUES LTD - VACANCY

Job Title: Goods Inwards / Stores Person

Reports to: Senior Purchasing Manager

Primary Job Purpose:

The holder of this position is responsible for ensuring all materials, goods, consumables received by AET are thoroughly checked to paperwork and purchase orders and recorded into the company bespoke software goods inwards control system within Mietrak. Adhering and working to AET's ISO standards for quality and undertake any reasonable tasks or duties that may be required.

Key Relationships:

Internal Management
Supervisors
All employees

External Suppliers / Delivery Drivers

Key Skills

- Ability to communicate effectively with internal and external parties
- Experience working as part of a team
- Ability to work with internal ERP System

Main Duties

Goods Inwards Processing

- Verify goods received against suppliers documentation and AET purchase orders to ensure accuracy of goods and paperwork.
- Identify any issues with deliveries and report to purchase dept
- Receive goods into AET GI system in a logical order based on when it is received
- Assist in movement of goods to relevant dept after they have been received into AET GI system
- Ensure no goods leave goods inwards without being checked and AET GI system updated
- Provide assistance to other staff to identify goods
- To monitor for overdue deliveries and inform supplier directly or purchase dept

LASER CUTTING • PRESS BRAKING • FABRICATION • PROFILING • GENERAL MACHINING • METAL FINISHING • SHOT BLASTING • PAINTING



Cert No. GB00013

Quality Management System - ISO 9001:2015 The provision of a laser cutting, bending, CNC machining, fabrication and painting service

Directors: R.Copeland, D. Birch, A. Copeland, E.Spencer, A.J. Richards and S. Woollen
Registered Office: Marland House, 13 Huddersfield Road, Barneley, S70 2LW. Company Registration Number 2427380



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Verification of Deliveries

- Ensure that all delivery vehicles are passed for unloading in a safe and efficient manner
- Sign for deliveries taking care of accuracy of information
- Report all discrepancies to purchasing dept
- Check deliveries for any noticeable transit damage and ensure damage is noted on delivery paperwork prior to signing
- Provide assistance to other staff when available e.g., unloading

AET GI System Update/Paperwork

- Use AET GI System to record all deliveries including scanning of paperwork (training provided)
- After processing pass all original delivery paperwork to administration dept
- Ensure correct goods quantities received matches supplier paperwork and qty entered into AET GI System

Occupational Health & Safety

- All staff are expected to work in such a way that does not cause injury to themselves, other staff members or visiting suppliers /customers
- Areas to improve the workplace safety should be brought to the attention of a Manager/Supervisor

ADVANCED ENGINEERING TECHNIQUES LTD - JOB DESCRIPTION

**This job description is current at the date of issue. Changes in the law of the country, technology, customer demand and the requirement to improve efficiency for the survival of the company may require changes to be made at certain times. You will be consulted about such changes as the need arises and you will be expected to agree to reasonable changes.*

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