



Goods-In & Calibration Assistant

Reports to: Site Supervisor	Abbreviation:
Division/Department: Goods In	Deputised by:
Location: Chelmsford	Version/Date: v1 OCT2025

JOB PURPOSE

The incumbent will be responsible for supporting in the Receipt, Inspection, booking in, Storage, Issue and Reporting of all production and consumable materials in and out of the Goods-in Department.

MAIN RESPONSIBILITIES AND DUTIES

- Assist the Goods-in person with taking receipt of and booking in of all deliveries of production components and consumables
- Operation of a forklift to offload production components and consumables
- Transportation of production components received into the Goods-in Department
- Cutting, counting, batching and palletising of production components received
- Transportation of all palletised components and consumables from Goods-in to their relevant locations throughout the site
- Illustrate competence in the operation of a computerised, Engraving machine used to serialise metal tags attached to all production components (Training will be provided)
- Following the Goods-in person's lead, gain experience and competence in the Goods-in role to provide cover in times of holiday/sickness (Training will be provided)
- Follow the Goods-in persons lead, gain experience and competence in the Calibration of equipment to provide assistance and cover in times of sickness/holiday (training will be provided)
- Using an ERP computer system to book in and log information (training will be provided)
- Flexibility in working hours will be required in this role i.e. overtime, early starts, late finishes
- Performing any other duties within capabilities as directed by the company

QUALIFICATIONS PREREQUISITES

- Previous experience in a similar role would be advantageous but not essential
- Computer literate with a good working knowledge of Microsoft office (Excel in particular) and MRP systems
- Team player who has a flexible approach and able to demonstrate good time management and communication skills
- Heavy lifting in line with HSE guidelines will be required
- Previous use of materials handling equipment and a forklift licence is preferred but not essential as training can be provided if necessary
- A willingness to learn and develop within the role is essential (Skills can be taught, a good attitude is key)

EMPLOYEE DECLARATION

I confirm that I have read and understand the requirements and responsibilities of my role and agree to adhere to them if there is anything I do not understand I am aware that I should raise this with my line Manager	
Print Employee Name:	
Employee signature:	Date:
Manager Name:	
Manager Signature:	Date