



Vacancy

Goods In Controller

A vacancy has arisen within our Logistics & Planning Department for a Goods In Controller. The successful candidate will be responsible for booking in all goods received and ensuring all relevant checks are completed on incoming goods to ensure compliance in accordance with company Health & Safety and quality procedures and in line with the company's values and behaviours.

The successful candidate will also be responsible for the following activities:

- Booking in all cages and factored from KHI shipments on SAP and liaise with Buyer on incoming shipments from Japan
- Booking in sample parts, raw materials and other on SAP
- Check material quantity and part number against the delivery notes
- Check deliveries for COSHH clearance against COSHH register prior to booking in material
- Prioritise urgent parts for booking in and maintain urgency board
- Book parts to 0002 quality inspection or 0012 / 0020 as per the quality inspection board and complete necessary SAP stock transactions
- Complete all RTS transactions and paperwork upon supplier collection/disposition of material and liaise with purchasing to arrange collections
- Verify receipt of raw material with test certificate prior to booking in
- Import data onto import packing register
- Deliver miscellaneous material and paperwork to the main office
- Co-ordinate transport arrangements for returnable packaging with despatch
- Filing and organisation of all goods in paperwork
- Help resolve booking in, stock and other Goods In queries

Qualifications & Experience

The successful candidate must have good organization and administrative skills including MRP systems preferably SAP, together with the ability to work effectively as part of a team and ideally a Valid counter balance FLT license.

If you require further information please contact Human Resources for a full job description. Please apply in writing, enclosing an up to date CV if you have one to kthomson@kawasakihydraulics.com by Friday 22nd January.