



Freeman Automotive (UK) Ltd
EBC Buildings
Countess Road
Northampton NN5 7EA
Telephone: (01604) 583344
Fax: (01604) 585679

www.ebcbrakes.com e.mail: info@ebcbrakesuk.com

EUROPE'S LEADING INDEPENDENT BRAKE PAD MANUFACTURER FOR CARS, MOTORCYCLES, KARTS AND MOUNTAIN BIKES

Job Description - Goods In/Out Assistant

SUMMARY

To check goods received against delivery notes and to input the Delivery Notes onto the Company system, complying with Company Procedures.

PRIMARY RESPONSIBILITIES

1. To check goods in against delivery notes for accuracy and damages
2. To enter the Delivery Notes onto the Company system promptly and accurately, matching the correct Purchase Order Number
3. Notify the relevant Department via the Delivery Note of any short shipments/mis-picks
4. Notify relevant Department of any damaged goods received and place in the Quarantine section, awaiting further instruction
5. Assist when required with the physical movement of stock from the Goods In area to the warehouse and/or packing and putting away stock
6. Ensure all stock movements are accurately recorded.
7. Assemble boxes

KNOWLEDGE AND SKILLS

1. Attention to detail
2. Ability to work to procedures
3. Good communicator
4. PC literate with good administration skills
5. Experience in manual handling and Goods In/Out preferred but not essential
6. Ability to prioritise workload
7. Flexible and trustworthy
8. Driving Licence advantageous but not essential
9. Heavy lifting.

WORKING CONDITIONS

Full time position.

Working conditions are normal for a warehouse operation.

Reporting to the Warehouse Supervisor.