



## JOB DESCRIPTION

<b>Role Title:</b>	Goods Inwards Coordinator	<b>Location:</b>	Bildeston
<b>Department:</b>	Workshop – Stores/Goods Inwards		
<b>Reports to:</b>	Stores Manager	<b>Direct Reports:</b>	None
<b>Role Overview:</b>	<p>The recording of all products going through the stores in an accurate and timely manner. Collaborating with wider teams of delivery updates to maintain project deadlines where possible. Maintaining stock levels accurately through administration and coordinating relevant customers and internal teams to ensure a streamlined delivery process.</p>		
<b>Roles &amp; Responsibilities:</b>	<ul style="list-style-type: none"><li>Maintaining the required stock levels for work/jobs/projects</li><li>Working closely with the Stores Manager and keeping them informed of any issues</li><li>Record stock damages and internal usage, ensuring that all breakages, lost items and returns are administered in line with process.</li><li>Raising stock purchase orders</li><li>Ensure the storage of materials is organised, traceable and complies with relevant standards and permits a safe working environment.</li><li>Select and supply the necessary parts or materials requested.</li><li>Undertake stock counts/inventory checks to ensure accurate product levels and where discrepancies occur - investigate and have preventative solutions.</li><li>Support the other members of the store's team in the event of absence</li><li>Loading and Unloading of Delivery and Collection Vehicles</li><li>Co-ordinating and marshalling deliveries and checking paperwork / obtaining signatures.</li><li>Booking in goods, processing and filing paperwork.</li><li>Space management, stock consolidation and effective use of space</li><li>Housekeeping activities both in the stores, warehouses and the yard areas.</li><li>Communicating with suppliers and internal teams</li><li>Returning items – faulty/excess</li><li>Any other duties the Company may ask you to perform</li><li>Working to the high level of quality expected within the Department.</li><li>Ensuring compliance with all Company Quality and Environment Procedures</li><li>Ensuring compliance with all Company Health &amp; Safety Policies and Procedures</li></ul>		
<b>Necessary Skills/Aptitude/ Knowledge/ Experience:</b>	<ul style="list-style-type: none"><li>General stores and/or delivery management duties</li><li>Self-motivated and proactive</li><li>Able to plan and organise workload and deal with busy deadlines</li><li>Excellent communication skills, both written and verbal</li><li>Computer literate and able to use most systems, such as Microsoft Office/Outlook, Excel</li><li>Able to complete a high volume of work</li><li>Strong numeracy and literacy skills.</li><li>Highly motivated - able to work as part of a small team as well as the initiative to work alone when required.</li></ul>		



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	<ul style="list-style-type: none"><li>• Able to demonstrate a flexible and dynamic approach to all tasks set.</li><li>• Good time management and time keeping</li></ul>		
<b>Desirable Skills/Aptitude/ Knowledge/ Experience:</b>	<ul style="list-style-type: none"><li>• Reach Truck/ Forklift License or experience.</li><li>• Parts ordering</li><li>• Stock control</li><li>• Supplier contact</li><li>• Computerised stock system - Data entry etc.</li><li>• Previous experience of working in a production stores environment</li></ul>		
<b>Qualifications: (Desirable to do the job)</b>			
<b>Key Internal Relationships:</b>	<ul style="list-style-type: none"><li>• Stores/Good Inwards Team</li><li>• Workshop – all departments within</li><li>• Procurement Team</li><li>• All TMJ Colleagues and Departments</li></ul>		
<b>Key External Relationships:</b>	<ul style="list-style-type: none"><li>• Customers</li><li>• Suppliers</li><li>• Clients</li><li>• Visitors</li></ul>		
<b>Prepared By:</b>	Stores Supervisor	<b>Date:</b>	January 2026