

POSITION INFORMATION SHEET (Collective)

Position Title	Charge Preparer
Title of Supervisor	Revert and Scrap Control Manager
Title of next level Supervisor	Senior Operations Manager
Location	Atlas Works
Grade	4
Current Shift	Days
Hours of work	40

Job Summary

To maintain stocks of raw materials and prepare charges for VIM furnaces in accordance with the required standards of QA control and customer expectations. To assist in the reclamation of in house revert for receipt into the Alloy Stores.

Primary Duties and Responsibilities

- Following QA procedures and generating/maintaining prime records.
- Understanding the implications of quality hazards, thus maintaining a high standard of cleanliness/orderliness in accordance with plant standards.
- Receiving inward goods against delivery documentation.
- Accurately identifying and orderly storing of charge materials.
- Accurately weighing and re-identification of furnace charges.
- Participation in self audit and improvement activities to ensure the Alloy Stores remains a world class raw materials storage facility.
- Assisting in the recovery of VIM ready materials from established revert streams.

Minimum Requirements

- High degree of accuracy and standards of housekeeping in accordance with plant standards.
- A willingness to learn additional duties in VIM/Remelt and participate in improvement activities.
- Good level of numeracy and literacy.
- Ability to work unsupervised for extended periods.

Other Requirements

The following are preferred but not essential as training will be provided:

- Knowledge of chemical symbols.
- Computer literacy.
- Experience of a 'Stores' environment particularly within metals manufacture.

In order to apply please submit your CV to Olivia Kingston Olivia.kingston@smp.ltd.