

POSITION INFORMATION SHEET (Collective)

Position Title	Raw Materials Co-Ordinator
Title of Supervisor	Raw Materials Manager
Title of next level Supervisor	Senior Site Manager
Location	CSEW and PWW
Grade	6
Shift	Days
Hours	40

Job Summary

Responsibility for controlling and maintaining stocks of raw materials (Internal/External), CSEW consumables and supporting the CSEW team with customer despatches. This is a diverse role that will have exposure to both manual and desk-based duties, attention to detail will be key to ensure strict stock control of the Alloy stores and participation in material allocation. Reporting into the Raw Materials Manager, you will be required to have input into the purchasing process to ensure stock levels are always maintained in line with the business plan. Inventory management will be key to the role and maintaining a systematic approach to the Alloy Stores in line with company and QA standards.

Primary Duties and Responsibilities

- Co-ordinating and managing external raw material and internal revert deliveries
- Carrying out requisite QA checks and material conformance acceptance, including the use of Niton XRF analyser
- Receipting and removing material on internal systems for costing and stock purposes
- Using least cost mix system for material availability
- Maintaining tight control on stock levels and raw materials. Assist with stock audits and stock counting
- Accurately weighing and identification of VIM charge constituents
- Accurately identifying and orderly storing raw materials and melting consumables
- Participation in self audit and improvement activities to ensure the Alloy Stores remains a world class raw materials storage facility.
- Controlling internal revert, including segregation, packaging, handling, preparation for VIM melting, and Alloy Stores stock levels
- Receiving goods against delivery documentation
- Understanding the implications of quality hazards, thus maintaining a high standard of cleanliness/orderliness in accordance with plant standards.
- Following QA procedures and generating/maintaining prime records.
- Stocking of scrap materials on to predefined routes for further processing
- Use of SFDC system for despatch of product from VIM, EP
- Use of Overhead crane, FLT and Side loader.
- Cover for the Raw Materials Manager (Basic duties)

Skills, Experience & Qualification

Minimum Requirements:

- High degree of accuracy and standards of housekeeping in accordance with plant standards.
- Flexible approach
- Operational understanding of the revert process
- Experience of using Microsoft office and SFDC system
- Ability to work unsupervised for extended periods of time
- Forward thinker
- Organised

Desirable Requirements:

- Remote/pendant crane licence holder to CITB/AITT or equivalent.
- Counterbalance fork truck licence holder to CITB/AITT or equivalent
- Side loader
- To be flexible to production needs and ability to multitask
- Logical thinker
- Good knowledge sharing and learning attitude
- Basic knowledge of materials/chemical elements