

# VACANCY



## POSITION INFORMATION SHEET (Collective)

Position Title	Inspector / Dispatcher
Title of Supervisor	Conditioning Department Manager
Title of next level Supervisor	Senior Operations Manager - Cyclops
Location	Conditioning Department
Grade	5
Shift	Days
Hours	40

### Job Summary

Working within the team performing duties related to dispatching activities.

### Primary Duties and Responsibilities

#### Skills, Experience & Qualification

- Loading and unloading of material using pendant cranes, FLT's and Sideloader's.
- Overseeing and conducting initial inspection of incoming goods and raising paperwork for non-conforming product.
- Carrying out final product inspection and identification prior to despatch.
- Working in accordance with TI-OP-061-LTD (final inspection), TI-OP-062-LTD (handling, storage and delivery) together with any relevant quality forms.
- Carrying out Niton gun analysis.
- Final inspection BNFL products.
- Assisting operations and training in use of all saws and straightening equipment
- Participate in all company driven initiatives.
- Attendance to and participation in meetings relevant to the role.
- Generation of IDN's and highlighting issues to production control

#### Requirements:

- 5 GCSE's A-C. Employees without these qualifications but who can demonstrate relevant industrial knowledge and experience will be considered.
- Demonstrable ability to take ownership of job role, area, and actions.

#### Demonstrable Experience of:

- Development/Improvement activities.
- Application of training.
- Positive attitude
- Flexibility

#### Qualities & Attributes

- Willingness to work as a team & share knowledge.
- Acceptance of accountability and responsibility.
- Personal discipline to apply the requirements and accepted standards
- Pride in the workplace.
- Exemplary level of timekeeping and attendance.
- Drive and determination with the ability to work flexibly.
- Able to work to tight deadlines.

In order to apply, please submit your CV with covering letter to HR – [shfhrdept@smp.ltd](mailto:shfhrdept@smp.ltd)

Closing date COB Thursday 12<sup>th</sup> February