

Objective	Associated Tasks or Activities
Shortages – are reported on, investigated and disruption to Production is kept to a minimum.	<ul style="list-style-type: none"> <li>• Complete shortage reports to give Purchasing and Production Team Leader visibility of current and potential shortages.</li> <li>• Update visual controls through process areas to provide visibility of component shortages.</li> <li>• Investigate shortages and communicate to Purchasing and Production Team Leader.</li> <li>• Keep Production Team Leader informed of shortage due date, while checking component quantity on hand will last till shortage due in. Inform Production Team Leader and Purchasing if this will not last.</li> <li>• Represent Manufacturing at meetings with Purchasing, drive and follow up on issues regarding stock to ensure minimal disruption.</li> </ul>
Component transfers are handled in an accurate and timely manner taking other product ranges into consideration	<ul style="list-style-type: none"> <li>• Liaise with other Stock Controllers and carry out component transfers between sub inventories to ensure other product ranges are not detrimentally affected. Where stock may be critical liaise with the Production Co-ordinator for product priority.</li> </ul>
Ensure stock accuracy is maintained.	<ul style="list-style-type: none"> <li>• Cycle counting sub inventory on a weekly basis to verify stock accuracy.</li> <li>• Ensure all jobs are fully receipted to Finished Goods investigate any discrepancies jointly with Production Team Leader.</li> <li>• Complete paper work and return excess material to Stores.</li> <li>• Investigate discrepancies (including negative quantities on hand report) and provide solutions.</li> </ul>
Maintain measurements to ensure target are met.	<ul style="list-style-type: none"> <li>• Using the measures we have established, determine relevant base lines to track progress.</li> </ul>
Ensure rejects/scraping records are accurately maintained.	<ul style="list-style-type: none"> <li>• Complete relevant documentation for written-off sets/PCB's for processing by the Product Team Leader.</li> <li>• Component wastage to be written off and coded to correct scraping code to ensure stock accuracy and cost of building product is correct.</li> <li>• Dispose of component wastage through QC Dept so components are not reused or recounted.</li> </ul>
ECO's and Concessions	<ul style="list-style-type: none"> <li>• Submit ECO's to update BOM accuracy when a discrepancy is found.</li> <li>• Make stock adjustments when concessioned items are used to ensure continuity of supply. Report any discrepancies to Purchasing.</li> </ul>
Ensure continuity of Direct To Line supply.	<ul style="list-style-type: none"> <li>• Co-ordinate with Purchasing and Inwards Goods to ensure Direct To Line continuity of supply. Report any discrepancies to Purchasing.</li> </ul>
General Duties	<ul style="list-style-type: none"> <li>• Perform move transactions into Finished Goods so job can be completed.</li> <li>• In conjunction with the Production Team Leader every 3 months or beginning of manufacturing pilot change complete a BOM Audit. If discrepancy found, complete appropriate documentation.</li> </ul>

**N.B. Specific performance objectives will be set, discussed and agreed with the incumbent annually in line with the corporate strategic planning process. These will reflect business priorities and will complement the job description's key result areas. During the year regular reviews of these objectives will be scheduled to ensure they remain in line with corporate direction.**

#### **Quality Accountability:**

1. Where documented quality system procedures are applicable, the job holder must comply with these.
2. The job holder has a responsibility to actively support the company's quality ethic and quality improvement programmes.