

Vacancy Notice

Title: Goods Inwards Inspector
Location: Chorley
Reporting to: QC Manager

Main purpose of the position

To receive, inspect and process Raw Material, proprietary and Sub-Contracted manufactured items incoming to NIS ensuring that documentation is present and compliant. To ensure accepted items are processed to manufacture and rejected items are managed, controlled and identified on Reveal as a Non-Conformance or observation whilst working collaboratively with Logistics to process items accordingly.

Specific areas of responsibility

- ✓ Receive and verify all incoming goods and materials against Purchase Orders and process quality documentation
- ✓ Inspection and verification of raw material to drawing requirements, Purchase Order and NIS Supplier Quality Requirements in accordance with NIS processes
- ✓ Validate certification of materials in line with British Standards and Specific Contract Quality Requirements and maintain records in accordance with NIS processes
- ✓ Inspection and verification of proprietary items to drawing requirements, master control schedule and order in accordance with NIS processes ensuring that the specified documentation has been received and is correct
- ✓ Process Sub-contract deliveries liaising with Project and Inspection teams as required
- ✓ Responsible for reporting any deviations and Non-Conformances (NCR's) identified throughout the process and communicated
- ✓ Responsible for verifying all actions on Non-Conformance Reports (NCR's) are completed, evidenced and actioned as appropriate and communicated
- ✓ Collaborative working with Logistics, Inspection and Project Team to ensure tasks are completed in a timely manner

Additional tasks

- ✓ Liaise with client inspectors as and when required
- ✓ Supplier Visitors as and when required
- ✓ Adhere to company values
- ✓ Contribute to the Learning from experience and Continuous improvement programme

Reporting relationships

Reports to: Quality Control Manager (with support of Project Quality Engineers)
Key interfaces: None

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Standards

- ✓ Compliance with company procedures and policies
- ✓ Display a professional, acceptable attitude and image for all work associated with and undertaken on behalf of NIS Ltd.

Experience and qualifications

Qualifications	Essential	Desirable
Time served as Mechanical Engineer/Machinist		✓
Crane/Safety		✓
Good level of general education, particularly maths	✓	

Experience & Knowledge	Essential	Desirable
Knowledge of Steel Products Analysis e.g Chemical and Mechanical		✓
Basic knowledge and understanding of ISO 9001 requirements	✓	
Basic knowledge of all relevant British standards		✓
Experience of working in the nuclear industry		✓
Substantial experience of reading and understanding engineering drawings and associated documentation	✓	

Skills & Abilities	Essential	Desirable
Competent user of measuring equipment, e.g Verniers Micrometers, etc.		✓
Computer literate	✓	
Excellent communication skills	✓	
Excellent organisational skills	✓	
Be able to work of your initiative	✓	
Other	Essential	Desirable
Flexible attitude to work	✓	
Full UK driving licence	✓	
Must be security cleared or willing to undertake baseline clearance	✓	