

Position Profile

General information	
Job Title	Goods In Inspector
Company	Gill Instruments Limited
Department	Quality

Position summary

Reporting to the QEHS manager, the role is critical to the efficiency of the Gill manufacturing operation and forms a key stage in the overall product quality. The role will include inspection, verification and reporting of incoming materials and components and also the outgoing product quality with inspections completed using the appropriate equipment and test & measuring methods.

Main duties

Safety & Quality

- Ensure all work is conducted in compliance with all Quality, Health & Safety and Environmental policies and procedures.
- Work within defined company procedures for quality (QMS) and maintain high levels of cleanliness, traceability and documentation.

Inspection and Product Quality

- Inspect, test, or measure materials as part of the goods inwards process to verify conformance to drawings, specifications and requirements.
- Produce reject notes to enable effective return of products to suppliers.
- Provide valuable feedback to the quality team to enable accurate reporting of monthly KPI's.
- Follow MRB procedures to manage non-conforming product.
- Conduct inspection and evaluation of RMAs (returns) and associated documentation to determine status.
- Ensure calibration of mechanical measuring equipment is maintained along with the associated records.
- Utilize inspection equipment (calipers, verniers, micrometers, gauges etc.) to verify quality, and advise on new methods of verification that can benefit Gill.

Training & Continuous Improvement

- Train other employees when required.
- Undertake training relevant to role.
- Contribute to continuous improvement by recommending and implementing preventative & corrective actions.
- Other duties as required

Candidate requirements

- Experience in quality and inspection in a relevant manufacturing industry
- Able to use test and inspection equipment (to include, but not limited to; callipers, verniers, surface tables)
- Experience in using a quality database to update inspection data and information.
- Experience and understanding in working with a ISO9001 Quality Management System
- Experience with MRP systems
- Attention to detail.
- Able to interpret manufacturing drawings / specs.

- Able to work on own initiative.
- Driving license as some travel may be required to carry out duties at our other sites in Lymington.

Additional advantageous experience

- Manual handling experience
- Forklift use

Person specification

- Organised and self-motivated individual with initiative
- Attention to detail.
- Ability to work as part of a team and on own
- Good communication skills
- Flexibility
- Common sense
- Methodical

Reporting structure

- Goods In Inspector → QEHS Manager

A position profile does not imply that the duties stated are the only ones to be performed by the incumbent. Employees will be required to follow any other reasonable job-related instruction as requested by their manager or a company director.