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| **JOB TITLE**  | Non conformance Assistant |
| **SUMMARY/MAIN FUNCTION** | Part of a small team with a shared responsibility to manage and proactively strive to reduce rework operationsRaise Rework operations and generate documentationEnsuring Business requirements relating to Quality, Cost and Delivery of processed products are achieved |
| **REPORTS TO** |  Non Conformance Technician |
| **DETAILS** | * Permanent Position
* Full time 37 hours per week (overtime as required)
* Day Shift
* Commencing Grade 6 @ £19,541
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| **MAIN DUTIES AND RESPONSIBILITIES** | * Raise rework shop packs, liaising with the Engineering Team to ensure correct routings are generated
* Proactively work with the Rework team to work to ensure the daily target is exceeded
	+ Creation of rework routings
	+ Movement of orders
	+ RWENG target is achieved
* Ensure parts and documentation conform to internal standards
* Communicate information to relevant parties where required
* Assist with RWMAN as and when required
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| **Continual Development** | The company requires individuals to identify and analyse their own training and development needs and to actively participate in the design of a development plan to meet these needs and the needs of the company. This should be achieved through the appraisal process.Employees should recognise and take advantage of development opportunity and should periodically review their own progress towards meeting previously agreed goals. |
| **Health and Safety** | All employees are responsible for reading, understanding and carrying out the requirements of the company’s Health and Safety policy and for informing a relevant person if they become aware of any non-compliance with the policy or of any identified training need. |
| **Probationary Period** | All employees in new jobs are required to undergo a six month probationary period, during which suitability for the position is assessed. |
| **EXPERIENCE** | **Essential** * Dependable, responsible contributor who’s committed to excellence and success
* Good interpersonal skills, (team-worker)
* Prepared to follow procedures
* Eye for detail
* Target orientated
* Diligent
* IT Literate
 | **Desirable** * Previous experience of working in an engineering environment.
* Green On Black system experience
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