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| **Quality Assurance Technician minebeamitsumi without info** |
| **CLOSING DATE** | 19-Nov-2021 |
|  **GRADE** | G9 - £23,311dependant on experience | **DURATION** | Permanent |
| **HOURS** | 37 hours | **SHIFTS** | Days |
| **MAIN TASKS / DUTIES / RESPONSIBITLITIES** |
| * Compile quality reports, including First Articles, Control Plans and MSA/Gauge R&R.
* Support with maintaining the Company’s Quality Management System in accordance with AS9100 and Environmental Management System in accordance with ISO 14001.
* Conduct periodic internal and external reviews and audits to ensure that procedures are followed.
* Carry out root cause and corrective action investigations using 8D/5 Why methodology.
* Compliance analysis against controlling Regulating Bodies, Customer and Governing Authorities policies, procedures, specifications and associated contracts (including quality, environmental, health & safety, hazardous substances, logistics and export control).
* Representing the Company as a Quality contact for customers and suppliers.
* Participate in continuous improvement projects.
* Other duties as deemed relevant in the fulfilment of the position.
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| **EXPERIENCE AND QUALIFICATIONS** |
| * Excellent attention to detail is essential.
* Good verbal and written communication skills.
* Computer literate, understanding of Word and Excel software packages.
* Experience with AS9100 / ISO9001, ISO14001 and NADCAP beneficial.
* Experience with auditing beneficial.
* Capable of reading drawings and knowledge of geometric symbols beneficial.
* To be able to work as part of a small team.
* Able to work under own initiative.
* A good structured approach to problem solving.
* Willing to travel to customers, suppliers, and other business unit sites as necessary in fulfilment of the functional requirements.
* Be available for overtime when necessary.
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| **REPORTS TO** | Head of Quality Assurance & Compliance |
| **PROBATIONARY PERIOD**All employees in a new role are required to undergo a six-month probationary period, during which suitability for the position is assessed. |
| **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. |
| **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 opportunities and should periodically review their own progress towards meeting previously agreed goals. |