|  |  |
| --- | --- |
| **Department:** | Quality  |
| **Location:**  | Doddington Road, Lincoln LN6 3RA |
| **Reports to (Position)** | Head of Quality |
| **Position type** | Permanent |
| **Grade** | Grade 7 (£22,820) to Grade 9 (£26,013) per annum dependent on experience |
| **Shift** | Day Shift (see hours of work for details) –37 hours a week |
| **Position Description; Scope of the role;**  |
| Working as part of the Quality team, you will ensure all measuring equipment is calibrated and fit for purpose, including ordering replacement equipment where necessary.The role requires working to controlled procedures and best practices, as well as liaising with suppliers and internal Quality personnel. |
| **Supervisory & Line Management Responsibilities** |
| Not Applicable |
| **Main Responsibilities and Activities** |
| * Calibration of inspection equipment to controlled procedures.
* Requesting quotes and order the repair of existing, or replacement of inspection equipment.
* Ensuring inspection equipment is maintained and stored correctly.
* Maintain the calibration database for traceability and auditing purposes.
* Where required work within other areas of the Quality department
* Other duties as deemed relevant in the fulfilment of the position
 |
| **Experience and Qualifications**  |
| * Background in mechanical engineering desirable.
* Understanding of inspection equipment.
* Computer literate.
* Strong organisational skills.
* Good verbal and written skills.
 |
| **Hours of work** |
| Overtime available when requiredDay Shift Monday to Thursday 7:30am to 4pm Friday 7:30am to 12:30pm |
| **Benefits** |
| 25 Days Holiday + Bank Holidays Subsidised Health CarePersonal Accident planUniform Bike to Work SchemeEmployee Suggestion Scheme  | Company Pension - 5% employer contributionSubsidised CanteenOn-Site ParkingLong Service AwardEmployee Referral SchemeDeath in Service Scheme |