

## Quality Technician

### Main Duties

The main duties for this role are (i) to manage the daily documentation review and production of reports to support company KPI (ii) co-ordinate with manufacturing on quality support as required for existing products (iii) co-ordinate the internal audit program (iv) co-ordinate the company document control process (v) conduct internal audits according to our current accreditations – this includes:-

- internal facing quality contact for current in-production products
- co-ordination of the corrective action process (internal / external) with support from a cross-functional team
- co-ordination of the document control and change process
- maintenance of the current company certifications
- co-ordination of activities for disposition of product using an MRB (Material Review Board) process
- participation in continuous improvement activities
- co-ordination of the company calibration process
- conducting measurement and inspection activities to support on-going product conformance or initial sample inspection reports (ISIR)

### Experience / Requirements

- Minimum of 3 years' experience of automotive manufacturing gained within a quality discipline
- Conversant with ISO14001:2015, ISO9001:2015 & IATF16949:2016
- Internal auditor trained in accordance with ISO14001:2015, ISO9001:2015 & IATF16949:2016
- Conversant with Quality Core Tools with demonstrable training and experience
- Proven experience with problem solving techniques, such as 8D, 5Y
- IT skills - including the compilation of reports and presentations
- Flexibility to undertake quality related tasks as required
- Able to travel to customer or supplier locations as required