

JOB DESCRIPTION

QUALITY ASSURANCE / ADMINISTRATOR

WAGE:	NEGOTIABLE
HOURS:	40-45 HOURS PER WEEK - 09.00 A.M. – 5.00 P.M. MONDAY TO THURSDAY / 9.00 A.M. – 4.00P.M. FRIDAY + ADDITIONAL AS REQUIRED
LOCATION:	AYTON ROAD, WYMONDHAM, NORFOLK, NR18 0QH, EUROPE & INTERNATIONAL

PURPOSE OF POSITION

KEY RESPONSIBILITIES:

Provide efficient and organised administration of quality matters and support to the Quality Department, including the PA to MD. Effectively plan and organise workload and use initiative to resolve issues quickly in an appropriate manner.

Main duties:

- Administrator of Quality Complaints
- BSi Support Administration
- Powder claims
- Supplier complaints
- Filing
- Quality Management System Administrator
- Weekly Powder Cost Analysis sheets – (as required)
- Prepare weekly staffing sheets for MD
- Holiday form administrator
- Annual audit administration
- P.R.T.R. Administrator / produce returns
- HR – Recruitment (advertising and preparation)
- Administrative support (including Sales / Production)
- Various daily administration tasks
- Greeting callers, visitors and employees, as required
- Answering the telephone and directing calls to the appropriate person / department
- Data inputting
- Assisting the business with other duties as required