

Job Title:	Quality and Process Engineer	Position Type:	Part Time – 20 hours per week
Location:	Laughton, East Sussex	Travel Required:	<5%
HR Contact:	personnel@quorumtech.com	Date posted:	April 2022

Job Description

PURPOSE OF JOB

Quorum Technologies are currently recruiting for a part time Quality and Process Engineer, reporting into the Quality Manager. This is an exciting opening to join a progressive Scientific Instrument manufacturing company. The main purpose of the role is to improve processes in the business by working closely with teams to identify and document agreed and approved methods of working and subsequent training of pertinent staff in both the office and manufacturing environment.

ROLE AND RESPONSIBILITIES

- Supporting process challenges, when the engineering of the process needs addressing, using demonstrated problem-solving ability, problem identification, root cause analysis, countermeasure identification.
- Periodically reviewing the processes, process audits, and continuous improvement.
- Closely reviewing processes and capturing the outputs by documenting agreed and approved methods of working that meet the needs of the business, including internal customer's needs, as well as any ISO9001 requirements.
- Using knowledge and experience to continually improve the efficiency and effectiveness of tasks in different areas of the business and supporting local management to achieve strategic objectives (cost improvement, efficiency).
- Analysing data and developing rational conclusions based upon the available information.

QUALIFICATIONS AND REQUIRED EXPERIENCE

The successful candidate must be able to demonstrate that they have:

- A good general level of education evidenced by O-level/ good GCSE passes in English, Maths and one Science subject.
- A minimum of 3 years of experience in a similar role and manufacturing environment.
- Experience managing and maintaining a Quality Management System
- ISO9001 or similar experience
- TQM / Lean Manufacturing knowledge / experience with a toolbox of techniques and the ability to apply them
- Analytical skills with experience collecting, organizing, and disseminating abundant information with accuracy.
- Strong interpersonal, organizational, and communication skills- written and oral in order to deal with a wide range of internal and external customers.
- A full, clean UK driving licence.

PREFERRED EXPERIENCE

While not essential, the following experience would be a distinct advantage:

- Experience dealing with ISO accreditation
- Degree or equivalent in engineering advantageous but not essential
- Experience of electro-mechanical manufacturing would be an advantage

REPORTS TO:

Quality Manager

LINES OF COMMUNICATION TO:

Sales, Service, Operations and Engineering.

ADDITIONAL NOTES

- Must be of smart appearance.