

## **Quality Control/Assurance Position**

- Drive the BRC audit and new procedures developed in the course of accreditation.
- Random quality audits. Checking work from all 3 shifts. Communicating with staff on quality passes & fails.
- Daily QC reports/email for shift leaders & Production Manger.
- Weekly QC summary.
- QC audits on work from outside packers. May need to visit premises on occasions.
- QC audits & reports on imports and materials.
- Weekly & monthly rejects & rework reports.
- Monthly stock check spreadsheet - Recording all components used for samples. Count & record all rejects.
- Printing all labels for production.
- Weekly Health & Safety audits with member of factory staff.
- Daily check of accident book, near miss book & first aid boxes.
- Update notice board daily - days since last accident & days since last near miss.
- Filing of works orders & job cards.

## **Attributes**

- Must be able to work on own initiative.
- Must be good communicator & confident, to deal with factory workers & management at all levels.
- Must have good time management.
- Supervisory experience an advantage.
- Engineering or practical skills an advantage.

IT literate - good spreadsheet experience.