

General Information

Job title:	Quality Systems Co Ordinator
Reporting to:	Quality Manager
<p>General purpose:</p> <ul style="list-style-type: none"> • To ensure compliance to customer and third-party requirements and standards of all quality related activities. • Identification of deficiencies, co-ordination and implementation of corrective action and recommending means to improve quality and efficiency. • To support the Quality Department’s functional objectives, implement and maintain a proactive business management system which details objectives and KPIs in line with company goals, ensuring that all regulatory requirements are met. 	
<p>Key deliverables and Responsibilities:</p> <ul style="list-style-type: none"> • Support and assist in the review of FAIRs in accordance with AS9102 • Collate and review documentation in readiness for external visits • Support and assist the calibration process • Manage the CAPA system process to chase investigation of Root Cause failure mode and corrective and preventative actions for Non Conformities and Customer Feedback raised within a timely manner • Assist in the control of BMS documentation including review, up issue and communication of BMS documentation • Support and maintain the documentation training matrix and Approved Supplier List • Compile analysis reports for repetitive customer feedback logged, non conformities, etc • Support and assist Departments in the creation of process flows / swim charts • Assist and Provide cover within Inspection • Assist the Quality Department in day to day administrative activities that support the continuous improvement within the business <p>N.B. This list is not exhaustive, and you may be required to perform other work-related tasks as and when required.</p>	
<p>Requirements – experience/qualifications:</p> <ul style="list-style-type: none"> • Preferred working knowledge of aerospace regulations in relation to quality management processes • Ability to work under pressure and as part of a team • Must be computer literate and familiar with Microsoft Outlook, MS Word, MS Office and Sharepoint • Numeracy and literacy skills 	

Requirements – personal characteristics

- Proven ability to positively communicate with colleagues and customers in order to form and maintain good teamworking relationships
- Strong written and spoken communication skills together with a positive attitude; demonstrated in all correspondence (telephone, face-to-face and e-mail)
- Organisation, time management, prioritising and the ability to handle a complex, varied workload
Ability to work on own initiative
- Analytical and problem-solving skills
- Attention to detail but also the ability to see the implications for the bigger picture
- Strong commercial awareness and customer service ethics