



# VACANCY

## PPAP Administrator

**SITE:** Wincaster Houser

**RESPONSIBLE TO:** NPI Quality Manager

**HOURS OF WORK:** Day Shift

### MAIN PURPOSE OF THE POSITION:

- To support new project teams with PPAP paperwork and ensure all elements of the PPAP are completed correctly.
- To ensure paperwork is completed and ready for shop floor production teams in preparation for home line runs.
- Save all PPAP paperwork in a database to ensure documents can be saved, stored and audited at any time.
- To complete and load information on to the IMDS web portal to support PPAP requirements.

### PRINCIPLE DUTIES / RESPONSIBILITIES:

- Complete Paperwork to support new project quality engineers
- Ensure all PPAP paperwork is completed on time and correctly
- Support weekly reviews with teams to ensure projects and PPAPs are delivered on time
- Complete the IMDS requirements

### JOB REQUIREMENTS:

- Good communication skills written and verbal.
- Good organisational skills and self-motivated
- Strong automotive background, preferably 5 years.
- Microsoft office computer skills.
- Good general knowledge of Sertec Products and processes..
- Strong general knowledge of metal stamping press shop exposure and welded/riveted assembly shop floor experience.
- Experience in PPAP documentation, PFMEA, Control Plan, IMDS Quality Cards
- Good knowledge of ProIV systems.
- Process audit experience.
- Hold a full driving licence.
- Good Time and Attendance

**Please apply for this vacancy via email, stating the reason you are applying and why you feel you would be suitable for this position with a current CV. The application should be addressed to: Tracey Smith via email [tracey.smith@sertec.co.uk](mailto:tracey.smith@sertec.co.uk) Please note only electronic applications will be considered.**

### CLOSING DATE FOR APPLICATIONS

25.08.17