



VACANCY NOTICE

Job Title:	Quality Engineer
Sertec Site:	SHS
Hours:	Nights – 10pm-6am
Reporting To:	Quality Manager

Main Purpose of The Position:

Support All customer concerns and CARs ensure robust containment is in place.
Support shop floor teams with problems and team development to ensure Quality in maintained.
Ensure all supplier concerns raised back to the supplier and review supplier 8D's until they reach closure. And any off standard is recovered using the GRN system
Support customer concerns off site when requested and in a professional manner representing Sertec Group Holdings Ltd.
Support system audits and shop floor audits as planned by Quality Manager.
Review customer portals regular to ensure data and systems updated on all customer web portals which align to the Sertec QOS / data.

Key Requirements:

- Support manufacturing day to day quality activities including Quality Leads and Supports are carrying their duties.
- Support shop floor teams with problems and team development to ensure Quality is maintained.
- Support Supplier concerns raised with reporting to suppliers and review of supplier 8D's ensuring closure within agreed time frame.
- Support TS16949 + ISO14001 audits as and when required.
- Drive and complete internal and external 8D's as needed and support team projects set to drive quality improvements and audit results.
- Control all non-conforming parts to quality procedure.

- Support customers with regular site visits and attending requested meetings.
- Ensure customer portals reviewed and controlled on a regular basis to ensure data is live and updated, also to ensure customer performance matches Sertec data.

These duties are not 'limited' or 'fixed' and you may be required to take on additional reasonable responsibilities, as our business needs change.

How To Apply:

Please apply for this vacancy via email attaching a CV, stating the reason you are applying and why you feel you would be suitable for this position. Please note only electronic applications will be considered and a copy of the full Job Description available upon request. Please note, if invited for an interview, please, out of courtesy, make your current line manager aware.

This can be sent to Katie.Parkes@sertec.co.uk

<u>Closing Date:</u>

21/07/2022

"Sertec strive to create a welcoming and collaborative environment where all our employees can bring their authentic selves. We show respect and care towards one another and work together to create a safe and collaborative environment where all thoughts and opinions are welcome."