



## JOB DESCRIPTION

POST TITLE:	Junior Quality Inspector
LOCATION:	Chesterfield UK
DEPARTMENT:	Quality
RESPONSIBLE TO:	Quality Manager

### JOB CONTEXT:

Working from our Chesterfield office and reporting to the Quality Manager, it is the Junior Quality Inspector's role to ensure the timely processing of all quality inspections and associated quality requirements of the business.

### KEY RESPONSIBILITIES:

- Ensure all core competencies relating to the company's vision, mission and values are understood and achieved at the required level.
- Continually improve the standard of service the department provides to every customer (internal and external).
- Releasing approved product off the system and delivery release.
- Issue of release certification to customer and specification requirements.
- Inspection of all in house required jobs.
- Works document control/ completion.
- Serialisation of required parts.
- Final inspection and release of finished jobs.
- Control and management of calibration equipment on site.
- Material testing and validation (XRF, Electrical Conductivity and Hardness Testing).
- Deal with paperwork and material concerns internal that relate to Quality concerns.
- Ensure that all required information is brought to daily meetings.
- Understand the computer system and work within the Company's procedures.
- Able to build relationships, adapting self to different personalities.
- Able to understand and adhere to the systems and procedures and understand the impact on the business if non-conforming.
- Understand the phone system and how to handle phone calls both internally and externally.

**PERSON SPECIFICATION:**

- Attention to detail.
- Good numerical skills.
- Must be enthusiastic, highly driven and self-motivated.
- Must be able to work under own initiative.
- Must be willing to learn, attending training (both external and in-house) where required.
- Good communication and people skills.
- Competency in the use of Microsoft Office applications essential (Office, Excel, etc.).
- Able to work within tight deadlines to ensure requirements are met.
- Ability to work under pressure.

**KEY COMMUNICATION LINKS WITH:**

**Internal:** Production, Procurement, Commercial and IT departments.

**External:** Customers & Suppliers

**WORKING CONDITIONS & ENVIRONMENT:**

The post is located within the Chesterfield Facility at Markham Lane but will also require travel to Enterprise Way which is located close by.

**ADDITIONAL REQUIREMENTS:**

This job description outlines the main duties of the post but does not exclude other duties, which may be required to ensure the efficient operation of the wider business.

**REPORTING RELATIONSHIP:**