

MOYOLA PRECISION ENGINEERING WISHES TO RECRUIT AN ADMINISTRATOR TO SUPPORT AND DEVELOP ITS INFRASTRUCTURE.

JOB DESCRIPTION

JOB TITLE Administrator
RESPONSIBLE TO Quality Manager

PURPOSE OF THE JOB:

To provide administration support the quality department, to help managers and employees deliver business success in line with best practice. Including carrying out processes to collect data for tracking and measuring quality results, in line with the Quality Management System.

DUTIES AND RESPONSIBILITIES

- Accurate monthly collation of key supplier Delivery & Quality Statistics for SC21.
- Gathering of information and the completion of FAI paperwork- 100% quality documentation internally and externally.
- Supporting engineers in management of 100% accurate document control.
- Producing monthly non-quality statistics in graphical form and display throughout the company.
- Use of Microsoft Excel.
- Data Entry of calibration into quality system.
- Ensure all documentation is stored to prevent deterioration.
- Liaise with the supply base in terms of specific Quality issues and ensure completion of Corrective Action Reports.
- Uphold and practice the company's values, policies, practices, and rules at all times.
- Continue to personally progress and add value within the MOYOLA's continuous improvement ethos.
- Implement the company's Health & Safety Policy in your respective areas on a day-to-day basis.
- Complete any other reasonable duties required by the company.
- Work reasonable shift / overtime / flexible hours as requested by the company.
- Participate in personal development / training through the ongoing appraisal system.

ROLE INFORMATION

- Full time, permanent
- 39 hours
- Monday – Thursday (8am – 5pm) & Friday (8am – 1pm)

Scale	Rate per hour
ADM5	£14.83
ADM4	£13.69
ADM3	£12.55
ADM2	£11.40
ADM1	£10.42