



Job Description

Post – Process / Quality Engineer

Job Title : Process / Quality Engineer

Reporting To : Production Manager

Salary : £ TBC

Main Duties

1. Maintain Maintenance and Quality records.
2. Liaise with customers on their process and production procedures and requirements.
3. Occasionally travel to customer sites.
4. Participate in team meetings, briefings and contribute to the overall company efficiency.
5. Lead focus teams setup to improve Company performance.
6. Liaise with external audit and validation authorities.
7. Update and maintain systems and procedures for Quality management.
8. Carry out specific instructions and inspection as required.
9. Monitor the performance of internal systems and manpower to achieve maximum efficiency and effectiveness.
10. Technically appraise new processes materials and equipment to advise on future company development and planning.
11. Keep up to date with technical advances in the wider Electronics manufacturing industry and report periodically to management.
12. Participate in Canteen rota.
13. Carry out any other duties reasonably required by your employer.

The company is in a competitive market place and so while the above list is an indication of main responsibilities and duties it is by no means exhaustive and should be expected to change and develop as the Company changes and develops to meet varying operational requirements.