

## **QUALITY COORDINATOR – MILTON KEYNES (UK HEAD OFFICE)**

We are looking for a Quality Coordinator to join our operations team based at our global head office in Milton Keynes. This is a hands-on role to assist the Production Supervisor in ensuring our products are assembled in accordance with the Company's strict quality standards. It is the focal point for customer concerns, ensuring root-cause investigations are carried out and corrective actions are implemented in a timely and effective manner. Reporting and administrative skills are key.

### **Key Duties and Responsibilities:**

- Responsible for vendor quality; ensuring products or services provided by our vendors are of an acceptable standard; including incoming inspection.
- Development and maintenance of the company's Quality Management System (QMS).
- In conjunction with Design, Operations and all other stakeholders ensure that all new products are introduced into the business to optimise timescale, cost and practicality of future manufacturing.
- Review current operational/assembly processes to improve productivity, quality and reduce costs.
- To ensure company compliance to all environmental requirements e.g. REACH, ROHS, etc.
- To work with shop floor operatives and shop floor supervisor in developing up-to-date work instructions.
- To be responsible for and write compliance/regulatory documentation for Tensator products as required and act as company representative with external bodies.
- Targeted inspection of case related and random outgoing products.
- Customer concern reporting.
- In conjunction with Operations Management/Supervision review working practices and implement improvements using lean manufacturing techniques.
- Responding to customer questionnaires relating to Health and Safety, Quality and Environmental issues. Develop central file for same.

### **Key Skills and Qualifications:**

- Minimum of 3-5 years' experience in a similar role within a manufacturing environment.
- Qualified to a minimum of HNC/HND level or equivalent would be advantageous.
- Ability to demonstrate a good working knowledge of Health and Safety.
- Practical hands on approach to organising activities and delivering process improvements.
- Experience and implementation of best working practices.
- Excellent PC skills to include ERP, Word, Excel and Outlook Express.

**Person Specification:**

- Ability to organise and manage own workload.
- Confident with the ability to communicate with people at all levels both internally and externally.
- A flexible individual with excellent planning and organisational skills.
- Enthusiastic and self-motivated with the ability to motivate others.
- Ability to work to under pressure and to tight deadlines.
- Ability to meet strict deadlines within a pressurised environment.
- Proactive, professional and committed to providing first class customer services.

In return, you will receive a competitive salary plus 25 days' holiday, Group Company Pension Scheme with Life Assurance and other benefits.

If you feel that you possess the requirements above along with the drive and ambition, then we would love to hear from you! Please submit your CV and salary requirements to [hr@tensator.com](mailto:hr@tensator.com)

**\*STRICTLY NO RECRUITMENT AGENCIES\***