



Job Title: Quality Assistant

Reporting to: Quality Manager

Fixed Term Contract: Six months

Position Summary:

The Quality Assistant - is responsible for Quality control testing, Assistance with Goods In inspection and maintaining the QMS system.

Competency Requirement:

- 1) Proficient in English writing and verbal skills.
- 2) Ability to follow verbal and written instructions and procedures.
- 3) Ability to check product deliveries against supplier information and documentation.
- 4) Ability to apply a great deal of attention to detail in goods inspection and accuracy for entry of data entry.
- 5) Ability to interact with suppliers in reference to quality issues arising with delivered product.
- 6) Ability to resolve technical and quality problems.
- 7) Proficient in MS Word, Excel and Outlook.

Responsibilities and Duties:

- 1) To complete Quality Test Forms for QC testing and checks.
- 2) To complete Quality Checks in Production, review Quality Check sheets.
- 3) To issue, print and bind Log Books or Lot Books and print Forms.
- 4) To update Lot book information in databases.
- 5) To update New Product Codes from GTIN's to Label Databases.
- 6) To assist or assess the quality and quantity of incoming products; applying QA passed labels on products.
- 7) To maintain accurate records of deliveries and quality assessments and archiving of samples.
- 8) To assist in inputting of delivery quantities into the IT system.
- 9) To interact and liaise with suppliers and purchasing to resolve delivery and product quality problems.
- 10) To assess Goods returned within the Quarantine area.
- 11) To recognise and handle product and process nonconformities e.g. NCMRs and Deviations.
- 12) To perform the daily recording of Warehouse environmental conditions.
- 13) To ensure that all test procedures are in-place and that test equipment is suitably calibrated.
- 14) To assist with logging and investigating Customer Complaints and propose corrective actions to Management.
- 15) To support the daily tasks and the supporting documentation and processes associated with the quality system, including but not limited to NCMRs, Issues, CAPAs, Deviations and Customer Complaints.
- 16) Learn and maintain competency in Document Control processes to be able to coordinate document change requests.
- 17) To complete all assignments and activities requested e.g. by Line Manager and/or Grand Avenue Software, in a timely manner.



18) To carry out additional tasks under the guidance and direction of the Quality Manager where required.

Authority:

- 1) Authority to pass or fail goods receipt products pending Goods Inspection checks.
- 2) Authority to contact and liaise with suppliers to resolve quality and technical problems.
- 3) Authority to review documentation and request clarification and follow up.

Please email your CV and covering letter to recruitment@keysurgical.co.uk to apply.