

## ***Quality Inspector / Expediter***

### **Outline:**

The job holder will be responsible to the Operations Manager to control the quality and to monitor the progress of the work at external manufacturing companies as well as in house. The monitoring will be to ensure the equipment arrives on time, to specification and to budget including carrying out expediting and quality control visits to the supplier's factory. In addition the job holder will be required to carry out assessments of potential suppliers and to monitor changes in the performance of existing suppliers to enable the effective management of the supply base.

### **Main Responsibilities:**

- Maintain detailed records of all equipment checked
- To assess and control the suppliers to ensure delivery of the equipment is made on time, to specification and to budget
- Produce written reports of supplier visits and maintain contract records
- To ensure all necessary technical documentation is maintained for equipment sourced in the region in line with the contract requirements
- To maintain records of the performance of suppliers and to control the supply base
- Check equipment dimensionally at suppliers premises or in-house to ensure it is manufactured correctly
- Carry out and/or supervise assembly work within our workshop
- Travel when required to carry out inspection and expediting duties
- Supervision of workers in our workshop

### **Key Skills:**

- Experience of manufacturing large metals related equipment
- General manufacturing workshop experience
- Knowledge of Quality Control and Quality Assurance systems
- Ability to read, write and speak English to a reasonable standard
- Able to read and interpret engineering drawings
- Ability to use measuring equipment
- Good IT skills particularly in the use of Microsoft Word and Excel
- Ability to communicate well externally and within the team in the business
- Specialist knowledge and experience of welding would be an advantage

**Qualifications and Experience:**

- Certificate in an Engineering discipline from a technical school or polytechnic
- Experience of metals equipment manufacture or heavy industry in:
  - Fabrication and welding
  - Equipment assembly
  - General knowledge of Quality Control requirements and systems