



Job Description

Job Title: Quality Administrator (Part-Time 22.5 hrs per week)
Department: Engineering/Development
Responsible To: Quality Assurance Manager

Overall Job Objective:

Ensures that all information in the Pritex and Customers' quality reporting systems are kept up to date in a timely manner.

Main duties:

- Be the initial point of contact for the customer to register quality issues.
- Liaise with Internal and External Sales to ensure that quality concerns and immediate responses are clearly documented to the customer and on the Pritex Quality System.
- Ensure that the quality response information on the customer's portal matches that which resides in our system (i.e. both are kept up to date together)
- Book sorting activities and/or product returns by co-ordinating activities between the customer, BDM and Pritex transport
- Escalate to the Quality Assurance Manager any concerns relating to our ability to honour our customers' close-out deadlines for quality concern resolutions
- Ensure the quality measurables that our customers keep for Pritex are downloaded monthly from the various customers' portals
- Ensure the CSRs are reviewed monthly, and any updates are published to the wider
- community in Pritex
- Co-ordinate customers manufacturing site assessments by collating required data from QOS measurables and involving process owners as needed.
- Co-ordinate the issue of internal audits and the collection of their responses.
- Remain flexible to reflect the changing requirements of the business.
- Behave in line with the Company's Core Values and leads by example

Enjoy your work and be successful

Note: *This job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and is therefore subject to amendment.*

Direct Reports:	None
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Last Updated:	July 2020
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