

Quality and Compliance Manager

Job Description / Person Specification (May 2022)

Reporting to	Operations Director
Normal Working hours	37hrs / week Mon – Thu 8hrs Fri - 5hrs
Remuneration	Range 35,000 - 40,000 per year Annual Key Staff Bonus Life Assurance 3x Salary

Standard Benefits

Holiday	5 weeks + bank holidays + long service extra days
Pension Scheme	Auto Enrollment (5%+3% contributions)
Parking	Free parking on site
Perfect Attendance Bonus	Annual bonus for “perfect” attendance

Who are we looking for:

Candidates should have some experience in Quality Assurance and or Environmental Compliance management systems. (ISO9001 and ISO14001). Managing our ISO management system and auditing is one of the prime responsibilities.

Candidates must have electronics manufacturing knowledge and expertise. This may be from previous roles in any of the following: Test, Production Engineering, Production or Quality Engineering within the industry.

IPC certification – candidates do not need to be IPC certified as we can provide that training. However, we do expect candidates to be very familiar with the relevant standards for PCB and PCBA.

Customer liaison is also a critical element. Logical and professional communication to our customers is vitally important, especially when we are dealing with problems which can often be customer or supplier related with us firmly stuck in the middle.

Continuous improvement helps us improve. Facilitating team investigations, that are data driven, is another area of responsibility.

Setting the example. When working in such a position, many of the team look to you as a shining example of what is right. Therefore, we are looking for a person whose behaviors and attitudes are consistent with someone who has a perfectly aligned moral compass and has an eye for detail that is difficult to fault.

This is a Manager position due to the level of responsibility it carries. However, we are open to applications not just from existing Managers, but also from Quality Engineers or Deputy Managers whose next step is to be the Quality and Compliance Manager of a small to medium sized factory.

Who should apply:

Candidates will need to demonstrate:

Behaviors and attitudes that meet the needs of our ethos
Relevant electronics manufacturing industry expertise
ISO9001 training and experience (Senior Quality Engineer or higher)
Ideally ISO14001 training and experience
Excellent grasp of written and spoken English – a high standard
That you live locally – no more than 40 minutes commute to the factory

How to apply:

Either:

Please visit our web site: www.note-uk.co.uk/jobs and Email us at jobs.windsor@note-ems.com with the following attachments:

- a completed application form (available on the website)
- an up to date CV
- a specific covering letter making it clear why you are right for this position.

Or

use the online application form attaching your CV at [NOTE Windsor Job Application Form](#)