

1. JOB INFORMATION

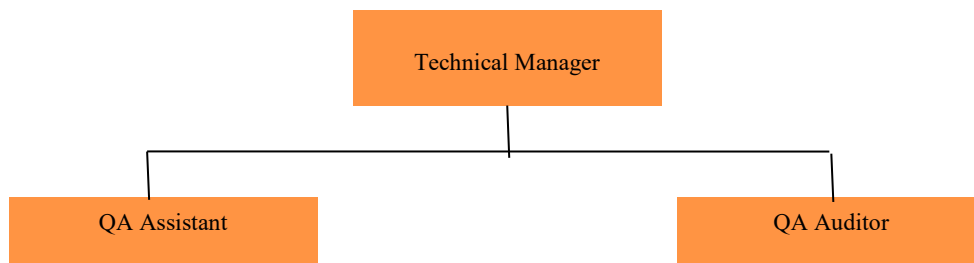
JOB TITLE:	QA Assistant
DEPARTMENT:	Quality Assurance
REPORTS TO:	Technical Manager

2. JOB PURPOSE

To provide an effective and efficient administrative support to the QA team ensure that all appropriate documentation and paperwork is in place and audit ready at all times.

3. ORGANISATIONAL STRUCTURE / REPORTING LINE

3.1 ORGANISATIONAL STRUCTURE / REPORTING LINE



4. DUTIES/ RESPONSIBILITIES

- Ensure all quality assurance and technical filing is organised and maintained.
- To be a point of contact for the QA department for both internal and external customers.
- Handle and respond to queries coming into the department.
- Conduct administrative tasks accurately and efficiently.
- Data input for trackers and report writing purposes.
- Assist with the supply of all QA paperwork to the site as required.
- Assist the QA team with process audits as required.
- Liaise with key departments regarding all paperwork issues, communicating as necessary.
- Assist with overseeing that all necessary paperwork trails are maintained for pending audits eg BRC to ensure the factory is audit ready at all times
- Support the QA team with the efficient day to day administration of the busy QA office.
- Assist the QA Auditor or Technical Manager with other duties as required.
- Maintain a safe working environment for yourself, your colleagues and visitors.



Job Description



5. MEASURABLE OUTPUTS
<ul style="list-style-type: none"> • Paperwork is maintained up to date and audit ready at all times • Reports and checklists are completed in a timely manner • Departmental KPIs are kept up to date and accurate

6. KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED	
Essential	Desirable
<ul style="list-style-type: none"> • Previous administrative experience is a busy office environment • Good IT knowledge, including Microsoft packages. • Organised and good time management • Good attention to detail • Experience of working with Warehouse Management Systems • Good Interpersonal & communication skills • Good organisational skills • Computer Literate 	<ul style="list-style-type: none"> • 3rd level Qualification • Previous QA experience within the food industry

	DATE:
JOB HOLDER:	
LINE MANAGER:	

*Note:
This description is intended to be a guide of what duties are most likely, but should not be taken as a definitive list. Grahams Bakery reserves the right to vary duties and add duties as they see necessary.*