



Job Description

Job Title:	Quality Control & Process Technician (Evening Shift)
Location:	Head Office, Huddersfield
Reports to:	Quality Control Manager

Prime Objectives of the Post

To provide production support through the provision of efficient technical services, including quality control, quality assurance, process and procedure improvements, and customer service, while working to company procedures and strict time schedules.

Supervisory/Managerial Responsibilities

Responsible for the training and instruction of personnel involved in processing, testing and recording, in order to achieve the correct standards of product quality and improve efficiencies.

Assist the Quality Representative in the management of the Quality and Environmental Management Systems, as a member of the QMS team and through auditing.

Supervision and Guidance

The Quality Control Technician is responsible to the Quality Control Manager, referring complex problems for guidance.

Range of Decision Taking

The Quality Control Technician will exercise personal judgement and discretion within established procedures and practices and ensure accuracy and consistency of information.

Responsibility for Assets, Materials, Quality, etc.

Access to confidential information relating to the business, customers and suppliers. To ensure that laid down procedures are followed so the quality standards set by the company are met. To ensure that the laboratory is kept neat, clean and orderly and that all associated equipment is well looked after. To ensure that all samples of raw materials, etc. are stored correctly and maintained. To advise the immediate superior of any action required to maintain and improve quality.

Range of Duties

1. To provide full quality control services to the production department, to include:
 - a. Testing of manufactured and free issued product.
 - b. Maintain batch records (manufacture and results) for FPC as required by certification schemes e.g. CE marking.
 - c. Training and records for QC testing.
2. To provide technical support to the purchasing department, to include:
 - a. Quality control and approval of raw materials through testing where required
 - b. Quality control and approval of packaging and labels
 - c. Maintaining records e.g. raw material testing required and results
 - d. Maintaining the packaging and label library
3. To provide technical support to the sales department, to include:
 - a. Customer service through:
 - i. Reports or certificates as required, e.g. CoA or Packing reports.
 - ii. Product testing
 - iii. Customer enquiries
4. To develop manufacturing processes for new and existing products.
5. To audit the internal Quality and Environmental Management Systems.
6. To participate in meetings, work groups etc. as required.
7. Any other duties as and when requested.
8. As a member of the company team to participate fully in the life of the company and assist the Quality Control manager in meeting the objectives of the company.



Candidate profile

The successful candidate will have a minimum qualification of A levels (or equivalent) in a Scientific subject and ideally have a minimum 2 years' experience working within a similar post, ideally in the Chemical manufacturing industry.

The successful candidate will have excellent team working, analytical and organisational skills as well as excellent verbal and written communication.

The responsibilities may change in emphasis and nature according to the changing needs of the business.

Intelligent Chemistry.