

Vacancy

Job Title:	Product Specification Co-ordinator
Reporting to (position):	Technical & Quality Assurance Manager
Hours of work:	Monday – Thursday 7.45am – 4pm Friday 8am – 2pm

Job Objectives & Responsibilities:

Your task is to assist in the creation and maintenance of new and existing product specifications in order to maintain the highest possible quality on a right first time objective.

Main Duties:

Main tasks include but are not limited to ensuring that new and existing products meet all external and internal compliance standards through product testing and reporting. Preparing bill of materials based on component costs and production processes along with maintaining records and certifying new and existing products is an important function of this role. There will also be significant data input and administrative duties.

Key responsibilities include:

- ♦ Creating new specifications
- ♦ Reviewing, updating and maintaining current specifications and bill of materials
- ♦ Taking ownership of new product introduction processes incl. specification review and sign off/compliance/durability testing.
- ♦ Assisting with the creation of new product costings and review existing costing information
- ♦ Assisting in research and development related activities.

Relevant training will be given to the successful applicant where necessary

Key Skills:

- Working knowledge of Microsoft Excel and AX Dynamics would be an advantage
- Minimum GCSE English and Maths (Grade C/5 or equivalent)
- Bachelor's degree related to manufacturing/engineering or business process would be an advantage
- Experience of analysing information and advanced computer competency

Person Specification:

- Good communication skills
- A strong work ethic
- Be flexible in their approach to people and work
- Willing to learn new skills
- Attention to detail is critical
- Self-motivated

How to apply:

Send your CV and covering letter stating why you are interested in this role and outline the expertise you could offer if you were successful with your application: Email: hr@harrisonspinks.co.uk

Benefits: Holidays 30 days(inc. bank holidays) and pension (auto-enrolment)

Closing Date: Wednesday 12th December 2018