



## Job Advert

<b>Job Holder:</b>	TBD
<b>Job Title:</b>	Quality Assurance Engineer – <b>Trainee</b>
<b>Department:</b>	Quality
<b>Location:</b>	Cooper & Turner Limited
<b>Level:</b>	Professional
<b>Reporting to:</b>	Liam Bradish - QA Manager

### Job Description

#### **Overall Goal**

To ensure efficient and compliant operations of the Cooper & Turner Sheffield sites by assisting the quality assurance team and driving continual improvement within the business.

#### **General Responsibilities & Brief**

- Assist in the completion of non-conformities, from investigation to final corrective action verification. Using techniques such as 8D, 5Y, Fishbones etc. Finally ensuring all the information is documented on the correct format.
- Participate in discussions with customers and suppliers in aspects relating to quality – this will require site visits both in the UK and potentially overseas.
- Assist new product approvals with customers ensuring all relevant documentation is completed and supplied as per customer requirements – maintain PPAP, MPP's, APQP documentation.
- Ensuring all background information is complete for APQP documentation needed for submissions. I.e. Measurement System Analysis, Cpk analysis etc.
- Complete routine inspection such as thread laps, RFID in conjunction with operational requirements
- Participate in meeting with department manager/operative with regards to updating/creating Process Failure Mode Effect Analysis (PFMEA).
- Assist/Lead projects within the quality department.
- Assist with continual improvement activities with the departmental managers, encouraging the flow of ideas directly from the factory floor, verification of the continual improvement activities.
- Gather the data for the process capability studies, participate in the discussion with department manager regarding improvement actions.
- Assist in the registration and review of all company IC Cards, drawings, documents, procedure and Quality information sheets.
- Assist in ensuring all quality related certifications are maintained (ISO9001, CE etc.). This includes

participation in audit, product testing, information gathering etc.

- Future training to be given with regards to performing internal/external audit to plan and any corrective action and completed and verified.
- Assist with the approval of new suppliers needed for the business, this consists of reviewing returned scorecards, completing product sample improvements and potentially participating in Initial/Surveillance Audits.
- Assist with the continual performance monitoring of current suppliers, i.e. Supplier scorecard generation, participate in supplier performance meetings etc.
- Assisting in the creation/updating of technical purchasing specification for both product and raw material.
- Assist in the data collection for the QA manager to produce monthly/ quarterly/ annual quality reports.
- Ensure all test certificates/raw material certs are entered on to the system in a timely manner.
- Any other duties for which you are deemed capable of by management.

### **Key Role Objectives**

To deliver business/functional results, whilst developing and working towards the strategic core competencies and acting in the spirit of the company values (*START: Safety, Teamwork, Accountability, Respect and Trust*)

**FAMILY OR FRIENDS WELCOME TO PUT IN A CV**

**For more information, please contact Julie Tarn or Sara Baker**

**Closing date: 20 05 2024**