



IQD Job Specification

Job Title	Trainee Admin Assistant (QA)	Revised	11/04/2018
Department(s)	Quality Assurance	Reports To	Quality Manager
Main Purpose	Working as part of an experienced team, you will be based at our Crewkerne office and will support our quality assurance team with the day-to-day running of the department.		
Main Duties & Responsibilities include the following; other duties may be assigned.			
<ul style="list-style-type: none"> ▪ Compiling non-conformance reports ▪ Following-up corrective action reports ▪ Inputting data into the business systems ▪ Reviewing and updating procedures and work instructions ▪ Generating supplier performance reports ▪ Liaising with suppliers as required ▪ Supporting other departments as required depending on business need 			
Other Duties & Responsibilities			
<ul style="list-style-type: none"> ▪ Carry out any reasonable request from your line manager 			
Supervisory Responsibilities			
<ul style="list-style-type: none"> ▪ N/A 			
Fiscal Responsibilities			
<ul style="list-style-type: none"> ▪ N/A 			
Key Performance Monitors			
<ul style="list-style-type: none"> ▪ Annual pay and performance review 			
Location			
<ul style="list-style-type: none"> ▪ Your normal place of work is at the Company's Somerset based head office 			

Person Specification

Job Title	Trainee Admin Assistant (QA)	Revised	11/04/2018
Department	Quality Assurance	Reports To	
Qualifications			Rating
<ul style="list-style-type: none"> ▪ 5 GCSEs, to include; English and Maths 			
Essential Experience			
<ul style="list-style-type: none"> ▪ Educated to secondary school level ▪ Basic working knowledge of general office software tools 			
Desirable Experience			
<ul style="list-style-type: none"> ▪ Interest in QA or electronics 			
Languages (written and oral)			
<ul style="list-style-type: none"> ▪ English 			
Personal Skills			
<ul style="list-style-type: none"> ▪ Well organised with a high level of attention to detail ▪ Adaptable to changing business needs and priorities ▪ Computer literate; able to effectively use business systems and general office software tools 			
Total Rating			