



IQD Job Specification

Job Title	Qualification Engineer	Revised	05/12/2018
Department(s)	Engineering	Reports To	Director of Engineering
Main Purpose	To carry out qualification reliability approval testing of frequency control products. Ensuring detailed records and reports are generated in an accurate and timely manner. Escalate any issues arising from results.		
Main Duties & Responsibilities include the following; other duties may be assigned.			
<ul style="list-style-type: none"> ▪ Ensuring 'Best in Class' customer service is delivered to all internal and external customers ▪ The planning, execution, report writing and assessment of qualification reliability approval testing of frequency control products to assess new products, product changes and ongoing quality control ▪ Understanding assessment and recording of test results generated by the Test Department and our factories ▪ Assessment, retesting and documentation of failed product and assessment of factory reports to agreed timescales in-line with the Quality Department requirements for Non-Conformance Reports, Customer Returns and Investigation Reports ▪ Review of suppliers corrective action reports ▪ Maintaining the relevant record keeping processes in all of the above duties ▪ Carry out any reasonable request from your line manager 			
Other Duties & Responsibilities			
<ul style="list-style-type: none"> ▪ ESD Coordinator ▪ PAT Testing coordinator ▪ Contribution to maintenance and repair of test equipment 			
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"> ▪ Completion of qualification reliability approval testing in agreed timescales ▪ Quality ppm of IQD products ▪ Respond to all customer (internal & external) enquiries in a timely manner 			
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	Qualification Engineer	Revised	05/12/2018
Department	Engineering	Reports To	Director of Engineering
Qualifications			Rating
<ul style="list-style-type: none"> ▪ A National Diploma or higher in an engineering related subject, ideally electronics 			
Essential Experience			
<ul style="list-style-type: none"> ▪ Experience of Qualification Testing ▪ Highly organised and very effective time management skills 			
Desirable Experience			
<ul style="list-style-type: none"> ▪ A knowledge of electronics (preferably frequency products) 			
Languages (written and oral)			
<ul style="list-style-type: none"> ▪ English ▪ A second language e.g. German would be desirable but not essential 			
Personal Skills			
<ul style="list-style-type: none"> ▪ Confidential and trustworthy with strong integrity ▪ Able to work on your own ▪ Methodical with strong planning skills ▪ Well organised with meticulous attention to detail ▪ Highly computer literate and able to use CRM and general office software tools ▪ Strong written and verbal communication skills ▪ Approachable team player with good interpersonal skills ▪ Problem-solving skills ▪ Numerical and statistical analysis 			
Total Rating			