Role definition

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| Job title: | Apprentice Quality Engineer |
| Reports to: | Quality Manager  |
| Direct reports: | N/A |
| Business unit: | BakerHicks Limited | Location: | Warwick |

Summary

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| Apprentice Quality Engineer based at Warwick Technology Park |

Key objectives

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| Support Quality Assurance team with administration, monitoring and improvement activities  |
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Principal responsibilities and accountabilities

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| Monitor compliance with internal Quality Management SystemMaintain and update stats and trackers for use by the management teamSupport Quality Manager / Engineers in Audit planning, execution and administration |
| Support improvement initiatives and management / improvement of the IMS |

Person specification

Qualifications and training

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| Requirements:* GCSE grade C / 4+ in Maths & English
* A Levels (including Business Studies, and / or ICT / IT and / of Design & Technology)

Qualification(s) to be gained:* NVQ or equivalent qualification (college day release)
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Technical skills and experience

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| **Software skills:**Good level of knowledge and experience with MS Office (Word, Outlook, Excel etc) **Key Skills:*** Organisation
* Problem-solving
* Attention to detail
* Oral and written communication
* Being client focused
* Being analytical and creative
* Presentation
* Being thorough and professional
* Meeting deadlines and multitasking
* Managing stressful situations

**Security Clearance:**Able to attain BPSS / SC clearance |