Role definition

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

Summary

|  |
| --- |
| Apprentice Quality Engineer based at Warwick Technology Park |

Key objectives

|  |
| --- |
| Support Quality Assurance team with administration, monitoring and improvement activities |
|  |

Principal responsibilities and accountabilities

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

Person specification

Qualifications and training

|  |
| --- |
| 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) |

Technical skills and experience

|  |
| --- |
| **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 |