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 monitoring and improvement activities |
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Principal responsibilities and accountabilities

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

Person specification

Qualifications and training

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| * A Levels (including Business Studies, and / or ICT / IT) * You will go on day release to a college for NVQ or equivalent qualification |

Technical skills and experience

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| **Software skills:**  Good level of knowledge and experience with MS Word, Excel, Visio, PowerPoint & Outlook    **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 |