

Quality Co-ordinator – Banbury

The Company:

Tibbetts Group is a family owned business established over 37 years ago, with approximately 130 employees across 4 locations. The business has a global customer base selling in over 22 countries with global revenues of over £50m. We are a business that prides itself in serving blue chip companies as customers and are regular award winners with fast track 250 for export and Oxfordshire Business Awards.

Role Overview:

To provide robust and accurate support in the co-ordination and administration of Tibbetts Group controls and procedures of the Quality Management system, Health and Safety and facilities. Administration support in other areas as required.

Key responsibilities include:

- Co-ordinate and administer scheduled audits across the group
- Ensure all Health and Safety updates are correctly recorded
- Ensure all documentation and records and maintained are per relevant ISO standards
- Manage all service and calibration records ensuring compliance
- Create and police the 5s standards/expectations of all facilities and communal areas

Experience / skills:

- Recent experience of working in an administrative role within Quality/QESH environments
- A proven ability to prioritise workload effectively in order to meet deadlines
- Intermediate level of Microsoft Office
- Exposure to audits either as auditee or auditor
- Excellent interpersonal skills and ability to work well on own initiative
- Knowledge of Health and Safety processes and risk assessments advantageous

The benefits:

- Annual bonus scheme
- Long service incentives
- Stakeholder Pension scheme
- Life insurance
- Health shield cash plan scheme
- 23 days annual leave rising to 25 days on 5 years' service + bank holidays
- Excellent modern new facilities

Job details:

- Application deadline – Friday 25th October 2019
- Full time - 40 hours per week

If you would like to apply, please send your CV along with a cover letter to:
hr@tibbettsgroup.com

www.tibbettsgroup.com/careers