



<b>Job Title:</b>	QA Inspector (Based at Bicester site)
<b>Department:</b>	TBD
<b>Reporting to:</b>	QA & Stores Manager
<b>Direct Reports:</b>	None
<b>Authorised by:</b>	Elliot Dason-Barber
<b>Period of Employment:</b>	Permanent
<b>Salary Band:</b>	28 – 33k depending on experience
<b>Date of Update:</b>	15/10/19

## **MAIN PURPOSE OF ROLE**

To ensure components are produced to the highest standard expected by JRM and our customers.

## **Key Responsibilities & Accountabilities**

- Carry out First Off and final inspection from our in-house machine shop and fabrication departments.
- Inspection of machined, fabricated and composite parts from external suppliers.
- Support manufacturing and other departments from a quality point of view.
- Liaise with suppliers and customers when the need arises.
- Reporting of Non-conforming product to suppliers and customers using the JRM SharePoint System.
- Ensure all relevant ISO9001 procedures are adhered to.
- Support Stores Dept on an ad-hoc basis.
- Any other reasonable duties which may be required by management from time to time.
- Compliance with all departmental H&S requirements.
- Compliance, where appropriate with management, & environmental, systems, such as ISO 9001 & ISO 14001.

## **Key Skills Requirements**

- Experience in the use of a CMM.
- Experience using and writing programs on Mitutoyo Mcosmos V3.5 software.
- Experience in measuring and visual inspection of welded components would be an advantage.
- Qualification/experience in Magnetic Particle Inspection.
- A background working in an ISO9001 certified environment.
- Be able to read engineering drawings and understand Geometric Tolerances.
- Competent in using manual measuring equipment (micrometers, callipers etc.).
- Being able to compile FAIR's (First Article Inspection Reports) would be an advantage.
- Assist in the day to day duties of the Stores dept during busy periods and holidays.

## **PERSONNEL SPECIFICATION**

### **Qualifications and Experience**

#### **Special aptitudes**

- Confidential in all matters
- Professional approach coupled with strong interpersonal skills.
- Excellent planning, organisational and time management skills.
- Excellent verbal, written communication and presentation skills.
- Strong IT skills.
- Ability to make sound business judgements on the spot.
- Awareness of small business needs.



- Ability to work on own initiative.
- Ability to work in and adapt to a rapidly changing environment.
- Ability to work co-operatively with others to complete tasks and implement process improvements.
- Determination to improve, grow and contribute to the departments success.
- A creative thinker not afraid to suggest new ways of doing things.
- Knowledge of Microsoft packages.

#### **Disposition**

- Flexible and cooperative attitude.
- An assertive but calm demeanour.
- Self-motivated.
- Ability to listen to customer needs and respond accordingly.

#### **Requirements**

- Good timekeeping and attendance record.
- Willing to be flexible with hours to ensure tasks are completed on time.
- Neat and tidy appearance.
- Completer/Finisher.

Any JRM employee may be asked on occasion to perform additional or unrelated duties, after appropriate training has been given, if required.

#### **Summary Terms & Conditions**

- **Pension** - Upon joining the Company, you will be automatically enrolled, with contributions starting after successful completion of the probationary period. On completion of one years' service, and subject to the rules, you will be invited to participate in the main JRM pension scheme.
- **Leave entitlement** - 25 days per year plus statutory holidays (compulsory shutdown of three days at Christmas).
- **Notice period** - There will be an initial three-month probationary period, during which notice will be one week on either side. On successful completion of the probationary period notice will be one month.
- **Working hours** – 08:00 – 16:30, Monday to Friday at our Bicester site.

**This job description is neither exhaustive nor exclusive and may be reviewed in the future depending upon operational requirements and staffing levels.**