

Quality Coordinator

Your tasks

Principle Accountabilities Duties, Responsibilities and Key Tasks

- Coordinate the review, update and issue of company documentation as required, maintaining the records for document updates when completed.
- Act as plant administrator of the Compliance Quest (CQ)
- Plan, coordinate and conduct Internal Audits as scheduled for both Grimsby & Blyth
- Maintain Quality procedures up to date and in conformance with the latest standards
- Register Customer Incidents received and coordinate the investigation and monitoring of actions completed, through to final close out.
- Coordination and maintenance of all National and International standards together with the internal 'Wisdom' team, as required by the organisation.
- Regular analysis of QMS data for trend monitoring and to raise findings and concerns.
- Development and delivery of Quality related training across the company including Quality induction for new employees.
- Update the quality related functions within SAP for all new order releases, items codes to allow for the timely and effective release of the materials and products as and when required.
- Provide support to the Quality Manager, Lead Document Controller and QA Inspectors, where required, to ensure the smooth flow of work through this area.
- Maintain production welder qualifications to meeting APIQ1/17K standards.
- Lead problem solving activities and chase actions through to completion as required.



Job ID
REF94846Q

Field of work
Compliance

Location
Grimsby

Leadership level
Leading Self

Job flexibility
Hybrid Job

Contact
Bethany Hullett

Legal Entity
Dunlop Oil & Marine Limited

Your profile

Experience Required

- Minimum 5 years experience of Quality within a manufacturing environment, working with
- Quality Management Systems, ie, ISO9001 or similar.
- Experience of API Q1 and/or API technical specification advantageous
- Internal and/or supplier auditing experience
- Working successfully with cross functional teams at all levels of an organisation
- Knowledge Required
- Good knowledge of the Company products
- Excellent understanding of Quality System Processes, procedures and standards

- Root Cause Analysis (RCA) and other quality improvement tools
- Quality, Environmental and H&S Systems
- Understanding of SAP and API specifications

Qualifications / Skills Required

- Trained ISO 9001 auditor (Lead Auditor qualification preferred)
- Good, working knowledge of MS Office, Adobe Acrobat and similar applications
- Good understanding of cloud based applications, ie. Salesforce or similar
- Ability to work as part of a team and work efficiently to meet deadlines
- Confident when dealing with external parties; customers, suppliers and accreditation bodies
- Organised and methodical with a structured approach to task management

Our offer

Competitive pension Scheme

On site gym

Bonus Scheme

26 days holidays plus bank holidays(pro rata for part time and shift workers)

On site subsidized canteen

Cycle to Work Scheme

Onsite free parking

PMI

Ready to drive with Continental? Take the first step and fill in the online application.

About us

Dunlop Oil & Marine is a world leader in the design, manufacture and supply of hoses for the oil, gas and petrochemical industries, for both offshore and onshore based operations.