

## Job Title:

Quality Administrator

## Job Overview:

An opportunity has arisen for a proactive and enthusiastic Quality Administrator to join our team in Gweedore Business Park. Fáisc Miotail Éireann (Irish Pressings) is the current Irish Engineering Manufacturing Team of the Year and operates to the highest quality and efficiency standards in the industry.

## Job Duties:

The role will evolve over time but at its' core will involve:

- Preparation of Quality documentation for quality part checking.
- Preparation of a documented Work Instruction to clearly demonstrate the steps required to complete a process.
- Preparation of documented visual aids to communicate part quality issues or concerns.
- Performing data entry roles, including updating spreadsheets, databases and internal systems.
- Responsible for maintaining various files and records with the ability to quickly update and retrieve when necessary.
- Responsible for data entry of completed quality checks for the purpose of analysis of quality metrics and KPI's.
- Supporting the quality department in all the administrative duties required to maintain the quality management system throughout the business.
- The role requires strong knowledge of all MS Office packages.

## Job Requirements:

- Preferably 3+ years experience in an administrative role;
- Excellent oral and written communication skills;
- Ability to work both on own initiative and as part of a team is essential;
- Strong work ethic with a proactive approach is critical;
- Ability to work in a fast-paced environment;
- Agile and open-minded in approach to work;
- Excellent organisational skills/ability to prioritise work;
- Excellent interpersonal skills and ability to work in a team environment;

**Job details:**

- This role will involve a 39-hour week Monday to Friday. Occasional flexibility will be required as and when necessary;
- Salary will be competitive to attract the right candidate and will be commensurate with the level of experience and qualifications of the candidate.

**Interested?**

If interested, please forward your CV with Cover Letter to [hr@irishpressings.com](mailto:hr@irishpressings.com) using the subject line "Quality Administrator"

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