

JOB TITLE: Quality Control Technician (Temporary)

LOCATION: Avonmouth

REPORTS TO: Quality Control & Admin Supervisor (Direct)

RESPONSIBLE FOR: Site Traffic Management (deliveries, collections, supplies), Raw Materials & Product Testing

INTERACTS WITH: O.C.O staff at all levels, suppliers and contractors

HOURS OF WORK: 37.5 hours per week, 2pm to 10pm shift

DATE OF ISSUE: June 22



JOB PURPOSE

The primary role of jobholder is to be responsible for the management of all deliveries, collections and all traffic movements on the site ensuring that all associated paperwork is accurately and diligently recorded. This will include undertaking some basic material testing in a lab and data entry for inbound raw materials, Quality checking of 'in process' production materials, for the processed aggregate leaving the site, and providing feedback to the Senior Site Supervisor.

KEY DUTIES

To assist the Shift Team with vehicle management, administration, record keeping and documentation for the efficient running of the plant and the teams.

Sign in visitors & contractors, issue site rules and instructions and ensure appropriate PPE is being worn and method statements are being followed.

Identify the customer account and material (delivered or collected) and ensure that the correct vehicle registration, customer, product, haulier, source/destination and order number is recorded.

To take responsibility for the accurate testing and data entry of incoming materials and of processed aggregate.

Be aware and control all vehicle movements on site including raw material deliveries, processed aggregate loading/collection and various suppliers ensuring waiting time is minimized.

Produce delivery and collection tickets for all aggregate loads being delivered or collected from the site, spot checking lorries and notifying if vehicles are overweight.

To ensure the laboratory is clean and tidy, daily and weekly checks conducted, supplies are maintained, and equipment is calibrated.

To ensure all admin relating to the site process is completed in a timely manner and entered accurately onto the appropriate computer systems and producing management reports.

Be aware of personal responsibilities towards Health and Safety, use of PPE and reporting accidents, incidents and near misses.

Ensure full compliance with all Company policies and procedures including Health and Safety and environment.

Take responsibility for the image of the site (non-production areas) ensuring they are always clean and tidy.



Certificate Number 11259

ISO 9001
ISO 14001
OHSAS 18001

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Promote a positive, friendly and professional image of the business.

ESSENTIAL SKILLS / EXPERIENCE

Computer literate with a high level of numeracy and literacy skills.

Accurate, diligent, and strong organizational skills with the ability to offer suggestions and improvements within a growing business.

Excellent and professional communication skills, both written and verbal.

Sound judgement skills with a rational and flexible approach to work and working hours.

High importance to providing the best customer service, both internally and externally, alongside attention to detail in a demanding environment.

Able to demonstrate a good and positive attitude towards health and safety.

Self-motivated and a willingness to learn new skills.

DESIRABLE SKILLS / EXPERIENCE

Experience within an aggregate, concrete or waste environment. Have previous experience with material testing and/or a laboratory environment

Ability to offer ideas and thoughts for discussion to promote the development of the business.