



**JOB TITLE: Quality and Admin Supervisor**

**LOCATION: Leeds**

**REPORTS TO: Site Manager**

**RESPONSIBLE FOR: Supervision of the Administration and Quality Control teams at the Leeds site.**

**INTERACTS WITH: Site Manager, Office Admin, QCSOs, All Site Staff, Customers, Suppliers, and Contractors.**

**HOURS OF WORK: 37.5 hours per week. Primarily 9:00am to 5:00pm Monday to Friday with a ½ hour unpaid break but with the flexibility to cover the potential 24/7 operating hours of the plant**

**DATE OF ISSUE: July 2021**

## JOB PURPOSE

Reporting to the Site Manager, the jobholder will have responsibility for the day-to-day supervision of quality control and administration for the Leeds office.

The individual will oversee the administration roles at the Leeds site to ensure that all aspects of site administration are being completed in accordance with Company policies and procedures in a timely manner. Administration – including purchasing and invoicing, timekeeping and salary recording, holiday bookings etc.

The role will also include the daily supervision of the site laboratory and quality team, as well as collating of test data, preparation of reports and ensuring laboratory health and safety standards are met.

Focus upon the integrity of quality control data and assessing compliance with company product specifications, this will include reporting non-conformance issues and working with the site team to find resolutions. Collecting data on raw material usage and efficiency will also be an important component.

The role will also involve recording relevant interested party feedback and assisting in the provision of customer support and the resolution of any complaints.

Proactive in the ongoing improvement of the office and business systems, including the IMS procedures and forms, as well as method development will also be required.

The individual will also be responsible for the training of new quality control and administration staff at the Leeds site.

## KEY DUTIES

- Hands-on supervision of Quality Control and Administration teams for the Leeds site.
- Reporting on non-conformance issues, collating of testing data and the preparation of reports.
- Analyse the integrity of quality control data and assess compliance with company product specifications.
- Report on the site's raw material usage and efficiency.
- Interested party feedback/customer support/complaints reporting.



ISO 9001  
ISO 14001  
OHSAS 18001

Certificate Number 11259

Norfolk House, High Street, Brandon, Suffolk IP27 0AX  
+44 (0)1842 812 229 - [info@oco.co.uk](mailto:info@oco.co.uk) - [oco.co.uk](http://oco.co.uk)

O.C.O Technology Ltd. Registered in England. Company No: 07247345  
Registered office: Montague Place, Chatham Maritime, Chatham, Kent ME4 4QU

- Oversee supplier set up, Purchase Order and invoice set up, and invoice requisitioning.
- Ensure administration team update Purchase Control in a timely fashion.
- Maintain the holiday chart and timekeeping records for all staff.
- Maintaining health and safety standards of both the admin and quality department.
- Ongoing improvement of the quality management system.
- Training and development of all staff in their department.
- Carrying out other duties as requested by the Site Manager.

#### **ESSENTIAL SKILLS / EXPERIENCE**

- Five years' experience in a Management/ Supervisory role in an office environment.
- Excellent attention to detail and accuracy.
- Excellent skills using the Microsoft Suite, in particular Word and Excel.
- Familiar with Purchase Order and Invoicing processing.
- Good communication (written and oral) skills.
- Ability to supervise and motivate others.
- Willingness to be innovative, work under own initiative, being able to plan, prioritise and organise various tasks at the same time.
- Flexible in their approach to working hours.
- Ability to manage various tasks simultaneously.

#### **DESIRABLE SKILLS / EXPERIENCE**

- Knowledge of Health and Safety in an office environment.
- Knowledge of ISO 9001, 18001 and BES 6001.
- Experience in aggregate and waste industries.
- Experience in a quality and/or laboratory testing environment.

**CLOSING DATE FOR APPLICATIONS: 16<sup>th</sup> July 2021**