



## Business Assurance Advisor (Part Time)

Working for an award winning, progressive, family run group of companies, the successful candidate will benefit from a competitive salary, friendly working environment and great benefits package. In this role you will be supporting HSEQ manager to ensure the group Quality Management System is maintained and developed in accordance with organisation requirements.

Some of the key responsibilities are listed below;

- Update all quality documents as required on COPs (Change of procedures) or as directed by members of the quality team/HSEQ Manager.
- Administer the audit schedule ensuring the audits are assigned to auditors and that the schedule is updated and amended as required, that completed audits are filed correctly and PNCs/observations are registered for reference.
- Collate data for input to Directors reports, Management reviews and ongoing KPI/METRICS.
- Review and check, for accuracy non-conformances and corrective actions within the designated time frame.
- Work within the QMS to improve processes and carry out internal audits in accordance with ISO standards (9001 and 14001).
- Work closely in support of the HSEQ Manager for external auditors in relation to audit schedules and monitoring/measurement of data.
- Work within wider business streams to support quality control processes.
- Administer the Calibration Register with input of data and certificates of tooling and equipment.
- Effectively communicate with all SC Group staff, customers and suppliers.
- Team player.
- Deal with problems and challenges effectively
- Administratively effective – keep business information updated, easily accessible and secure
- A 'thinking performer' – challenge/question the way things are done to find and implement improvements to the way we work. Do not accept the status quo and shares their knowledge.
- Uses initiative and self-motivated. Proactive not reactive.
- Wants to and does continuously improve themselves (skills and behaviour)

### KNOWLEDGE, SKILLS & EXPERIENCE REQUIRED

- Microsoft Office proficient
- Individually motivated
- Good literacy & numeracy skills
- Desire to learn and develop the role and oneself

**Closing date: Friday 22<sup>nd</sup> Feb 2019**

This is a part time 26.25hrs (3 days/week) permanent position.  
Applications in writing please, to include CV and covering letter to:

[careers-uk@scgroup-global.com](mailto:careers-uk@scgroup-global.com)