

TPSM

Job Description

This form summarises the purpose of the job and lists its key tasks
It may be varied from time to time at the discretion of the company, in consultation with the postholder.

Job title: Customer dedicated Inspector/Progress Chaser

Name: TBC

Department: Quality Assurance Accountable to Jon Grainger – Sales & Marketing Manager

Job Summary:

- To ensure a specific customers work arrives at their premises on time and to an acceptable quality standard.
- To support the company's goals and targets to achieve *profitable growth*

Key Tasks:

- Progress chase product through the factory
- Liaise with Production on any apparent missing items
- Liaise with Sales on exact schedule
- Seek confirmation with Quality that internal rejects/ external rejects have been re-ordered
- Check with production that they are focussed on replacing reject items
- Verify with transport manager that shipping schedule is followed
- Clarify where finished product sits, at end of paint line or in dispatch?
...then arrange product movement to Unit F
- Liaise with transport manager to ensure that packing materials are returned from Unit F to packaging areas
- Look at ways to improve, cut costs, discuss, implement (continual improvement)
- Help to keep the working area organised and tidy (house keeping)
- Ensure routers are correct.
- Ensure a safe working environment (health and safety)

Competency and Evidence

Essential skills required

- Good communication skills
- A high level of organisational skills is required
- Be able to demonstrate previous experience of inspection of others work.
- Ability to work under pressure and to tight deadlines.
- Flexibility – to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above.