

## Job Description

<b>Job Title</b>	<b>Quality Control Operative</b>		
<b>Department</b>	Warehouse		
<b>Location</b>	Bradford		
<b>Reports To</b>	Team Leader	<b>Date Prepared:</b>	26/02/2016
<b>Direct Reports/Subordinates:</b> None			
<b>Key Relationships:</b>			
Internally: Warehouse, Transport and central functions.			
Externally:			
<b>Main Purpose of Role</b>			
The main purpose of this role is to ensure that all customer quality requirements are met in order to ensure that all customers at the Bradford site receive an excellent and efficient service.			
<b>Key Tasks &amp; Accountabilities:</b>			
<ul style="list-style-type: none"> <li>• Completion of AQL's and the completion of all other relevant paperwork.</li> <li>• Responsibility for ensuring that stock and packaging are checked in a thorough and precise manner.</li> <li>• Ensure accurate completion of job sheets and reports using computer software.</li> <li>• Ensure that all areas comply fully with job sheets highlighting all non-compliance to management.</li> <li>• Responsibility for ensuring that all customer quality requirements are met throughout the warehouse.</li> <li>• Responsibility for understanding and providing guidance to production staff.</li> <li>• Complete all customer compliance forms, whilst conducting quality control checks.</li> <li>• Understanding and demonstrating customer requirements and solving any problems that may arise.</li> <li>• Highlight any potential problems with jobs to the Quality Control Supervisor.</li> <li>• Ensure acceptable quality standards are adhered to at all times.</li> <li>• Complying with Health &amp; Safety procedures at all times.</li> <li>• Ensuring good housekeeping and a clean and tidy work area</li> </ul>			

**Person Specification:**

Behaviours:	<ul style="list-style-type: none"> <li>• Ability to work alone and as part of a team</li> <li>• Excellent timekeeping</li> <li>• Self-motivation</li> </ul>
Skills	<p>Essential:</p> <ul style="list-style-type: none"> <li>• Good communication skills – both verbal &amp; written</li> <li>• High attention to detail</li> <li>• Good time management skills</li> <li>• Good analytical skills</li> </ul>
	<p>Preferred:</p>
Knowledge	<p>Essential:</p> <ul style="list-style-type: none"> <li>• QC trained or experience working in Inventory Control</li> <li>• Experience of working in a warehouse and distribution environment.</li> <li>• Knowledge of Health and Safety in a warehouse and distribution environment</li> <li>• Garment Quality Control experience</li> </ul>
	<p>Preferred:</p> <ul style="list-style-type: none"> <li>• Experience of using an automated warehouse management system and scanners is desirable</li> </ul>
IT Skills & knowledge	<p>Essential</p> <ul style="list-style-type: none"> <li>• IT Literate</li> <li>• Good knowledge of Microsoft products especially Excel</li> </ul>
	<p>Preferred:</p>
Qualifications	<p>Essential:</p> <ul style="list-style-type: none"> <li>• None required for the role</li> </ul>
	<p>Preferred:</p>
Potential Career Progression	<p>Possible next role/s:</p> <ul style="list-style-type: none"> <li>• Team Leader</li> </ul>