



AFLEX HOSE

RECRUITMENT PACK

ASSISTANT QUALITY MANAGER

Contents

1. About us
2. The role
3. Person specification
4. How to apply
5. Benefits and package

1. About us

For more than 40 years Aflex Hose has been inventing, developing and manufacturing the widest, most technically advanced range of PTFE lined flexible hose products in the world.

Pharmaceutical, Biotech and Chemical companies have standardised on Aflex Hose's patented products as the best designed and most reliable choice for process fluids transfer in their manufacturing plants worldwide and more than 10 million cars, ATVs, trucks and motorbikes on the roads today include one or more Aflex PTFE hoses.

From raw materials to finished hose assemblies, our hoses and end fittings are manufactured at our factories in the UK and the USA.

This total control of manufacturing and design gives us an unrivalled ability to meet our customers' specific needs, whatever the industry or application requirements.

Aflex Hose are now proud to be part of the Watson-Marlow Fluid Technology Group.



2. The Role

Main Purpose

You will work closely with the Quality Manager in the day to day running of a busy Quality Department. Monitor and report on the performance of the team, setting tasks as required, leading investigations, producing/presenting monthly reports and promoting Quality throughout the company. Your duties and responsibilities will vary based upon requirements and will include, but not limited to:

Detailed Tasks

- **Monitoring the Team:** Provide guidance to the team in order for them to achieve their goals. Set regular targets and objectives and to provide monthly reports to the QA Manager.
- **Systems Audits:** Conduct system audits in accordance with IATF 16949 to the schedule and raise non-conformances as required. All non-conformances are to be investigated to determine the root cause and robust corrective action.
- **Customer Visits/Audits:** To assist/lead on customer audits. Chaperone auditors/visitors around the sites and answer any questions.
- **Certification/Surveillance Audits:** To assist the QA Manager on certification/Surveillance audits and to ensure that the organisation maintains it's accreditations. To assist the QA Manager in guiding the department when applying new requirements or new standards.
- **Continuous Improvement:** To identify areas for improvement across the organisation and within the QA Department. Review existing QMS with a view of streamlining existing documentation, changing graphical documents. Review repeat issues and error proof the process where possible.
- **Training:** To provide appropriate training within the organisation as required.
- **Communication:** Discuss any quality issues with the relevant departments (as a result of customer complaint or WIP NCR's raised within the company etc). Develop a regular meeting with other departments to discuss quality issues.
- **Monitor Internal NCR's:** To report on the status of internal non-conformance and drive the timely investigation and closure. Validating the corrective issues.
- **Provide Cover:** Provide cover to any area of the Quality Department when required.

3. Person Specification

Essential

- GCSE level education.
- Minimum 3 years experience in QA (Systems).
- Experience with IATF 16949 internal audits.
- Experience of using continuous improvement tools.
- Customer liaison experience.
- Core tools experience.
- Highly numerate and literate.
- Has the ability and skills to write reports.
- Communication Skills.
- Proficient in computer skills and Microsoft suites.
- Worked within a TS/IATF 16949 environment.
- Experience of non-conformance handling.
- Detail and time focussed.
- Commercially aware with the desire to progress.
- Team player.

Desirable

- HNC/HND/Degree in Engineering or relevant subject.
- Member of (or studying towards) IQA or CQI.
- Minimum of 5 years experience in QA.
- Experience of lead auditor for IATF 16949.

4. How to Apply

To apply for the position of Assistant Quality Manager, please forward your CV and a cover letter explaining why you think you are the perfect fit for this role to the HR team on recruitment@aflex-hose.co.uk, or to HR, Aflex Hose Ltd, Spring Bank Industrial Estate, Watson Mill Lane, Sowerby Bridge, HX6 3BW. Please note, if you have not heard back from us after 6 weeks of applying, then please consider yourself unsuccessful. Due to the amount of applications that we receive, we are unable to contact unsuccessful candidates.

For any further information on Aflex Hose Ltd, please visit our website – www.aflex-hose.com.

4. Benefits and Package

The hours for this role are 37.5 hours per week. Monday to Thursday 08:00 – 17:00, and Friday 08:00 – 13:45 based at our Sowerby Bridge site.

Aflex Hose recognises that our people are an important asset to the business, which is why we have invested in our benefits package to assist in rewarding our people.

From day one, you will be entitled to receive a competitive annual leave entitlement and life assurance. Following successful completion of your probation review, you will then be entitled to receive Sovereign Healthcare and the option to join the generous pension scheme.