

**Position Description**

<b>Title:</b>	<b>Associate Quality Assurance Engineer</b>
<b>Department:</b>	<b>Quality Assurance</b>
<b>Reports To:</b>	<b>Quality &amp; EHS Manager</b>
<b>Location:</b>	<b>Limerick</b>
<b>Working arrangements:</b>	<b>Office Based</b>
<b>Terms:</b>	<b>Permanent</b>

**The Company:**

We are a multi-million euro company that continues to grow, and are part of the DCC Plc group. Our core strengths lie in supply chain management, and we work with brand name technology manufacturers & customers. We continue to develop innovative solutions at the leading edge of supply chain management and are constantly developing existing relationships and forging new customer partnerships.

We work with companies of all size and industry including the technology, consumer electronics, industrial, med tech and pharmaceuticals sectors. We have operations across Europe, the US and Asia. We are partnered with thousands of suppliers globally and have an international logistics partnership network spanning six continents. We are a leader in professional materials supply chain design & operation and are the only supply chain services company that can manage cost, capital and complexity for our clients.

We are an inclusive employer and welcome applications from people of all backgrounds and abilities. Please let us know if you require reasonable accommodation for the interview process and we will do our utmost to accommodate you.

**Position Summary:**

The Associate Quality Assurance Engineer will be responsible for executing and developing site quality and EHS management systems, in support of the Quality Assurance & EHS Manager.

**Key Responsibilities:**

- To support the evolution of our QEMS (Quality & Environmental Management Systems) – to drive improvements in our site systems and standards in line with ISO9001:2015 and ISO14001:2015 certification and to implement any new requirements associated with standard changes, internal process changes and customer requirements supported by the Quality EHS Manager.

- CAPA System Management - Dealing with the administration of Customer Complaints, Supplier Complaints, Internal Deviations and the creation of CAPA's (Corrective Action and Preventative Actions plans), working and coordinating with the relevant departments to ensure the completion of the CAPA investigations. Ensuring the non-conformance reports are reviewed and approved by the Quality Manager before being submitted to customers. Tracking of CAPA closure is also a key factor in management of the system.
- Administration of various site document processes such as the overall Document Control process, Change Control, Training documentation, Risk assessments, control plans and structured problem solving documents etc.
- Create and maintain SOP's (Standard Operating Procedures) and the relevant documentation records supported by the Quality EHS Manager.
- Customer interaction - linking directly with customer representatives on Quality matters.
- Auditing, review and administration of critical site services & systems e.g. pest control, cleaning, calibration etc.
- Project team member for Operations Support Team projects.
- QA support to Engineering and Validation & administrator of the change control process.
- Work closely with other departments to meet customer delivery timeframes and requirements for Quality Assurance support.
- Support regulatory & customer audit preparation as part of the Operations Support Team.
- Leading the internal auditing process.
- Daily support on operations issues arising.
- Prepare Quality KPI Metric Reports and communicate outcomes of quality activities supported by the Quality EHS Manager.
- Assist with other duties and responsibilities as they arise.

**Essential Requirements:**

- A qualification in the areas of Quality Assurance / Compliance and 2+ years' experience of operating within and supporting a Quality Management system.
- Experience of executing environmental, health & safety systems including risk assessments & maintaining EHS procedures & documents would be an advantage, but training can be provided in this area.
- Have experience in customer/external audit process and required follow up
- Have great attention to detail with customer facing experience and have managed customer queries / responses to corrective actions etc.

- A familiarity with the requirements of ISO standards or similar regulatory/certification standards and be capable of ensuring compliance and continued monitoring through internal audit processes.
- Be capable of supporting quality assurance project work for specific customer projects with attention to detail & focus on delivering against set timelines.
- Fluent English, strong communication and inter-personal skills are required.
- Excellent computer skills including knowledge of Microsoft® Office.
- Excellent attention to detail and understanding of the standards required in a compliance driven industry.
- High self-motivation, initiative and a positively focused attitude.

**Key Competencies:**

- Action Oriented
- Collaborates
- Communicates Effectively
- Ensures Accountability
- Instills Trust
- Plans and Aligns

If you are interested in applying for this position, please submit a copy of your CV and Cover Letter to:  
[scs.careers@exertis.com](mailto:scs.careers@exertis.com)