

Document Controller

We are recruiting for a motivated and organised Document Controller to join our Quality Assurance team.

Key responsibilities of the role are:

- Control, monitoring and maintenance of the Quality Management System documentation
- Review documented procedures against current practices and update in line with good documentation practices
- Certification verification to applicable material specifications
- Data input and creation and monitoring of NCR's
- Collaborate with QA dept to maintain ISO9001:2015 certification
- Support external customer audits
- Personal development by embracing training opportunities available
- Any other duties reasonably requested and deemed to be within your skills and experience

Competencies / Personal Attributes

- Excellent word processing and IT skills, including knowledge of a range of software packages; including Microsoft Outlook, Word, Excel, PowerPoint
- Excellent written and verbal communication abilities
- Ability to manage own workload and excellent time management skills
- Professional working attitude and ability to interact at all levels of the business
- Self-motivator able to work independently
- Team player, ability to work well with cross functional teams
- Flexible and proactive in response to changing business requirements
- Upholds the company values and promotes a quality culture throughout the business
- Experience working with ISO9001:2015, GMP preferred but not necessary (training provided)

In return we can offer you our **benefits and rewards** scheme, it's our way of saying thank you in recognition of the continued support and commitment you deliver every day.

- Competitive salary
- 36½ hour week with an early finish on a Friday
- Enhanced annual leave
- Boosted pension contribution
- Employee Assistance Programme
- Free onsite parking
- Progression and Career Opportunities
- Death in Service scheme

The successful candidate will need to undergo UK Baseline Personnel Security Standard checks due to the nature of the work performed and the requirement of the client contracts that we hold. To pass this security check you must hold a current British Passport.



Think you have what we are looking for? Then email your CV and covering letter saying why we should hire you to jobs@brooksbank.co.uk

NO AGENCIES PLEASE

Salary range up to £23,000