

BASED IN CHESHIRE/NORTH WEST UK

PPE GLOVES – SALARY: £25K - £30K

The Role

- Creation and Maintenance of the database for product portfolio, procedures, and systems
- Ensuring stock is in perfect condition for sale by checking stock quality of products as they arrive in the warehouse. This is especially important on the first deliveries of new products.
- Maintain procedures to ensure the inspection and reporting of quality issues for all existing and new divisional product portfolio.
- Provide assurance and consistency of divisional product and supply chain, by implementing systems designed to proactively check and monitor product quality and manufacturing procedures via factory auditing / assessments.
- Provide proactive support, supervision and guidance to all employees buying / selling divisional product portfolio in appropriate matters of Q/A, Technical, Certification and Packaging.
- Keep records of Quality Reports, statistical reviews, customer satisfaction and other relevant documentation.
- Liaise with external Q/A, Testing, Certification, Technical and Intellectual property organisations to ensure all divisional products and procedures meet legal requirements and appropriate certification.
- Ensure company compliance with all necessary legal obligations relating to divisional product portfolio supply, materials, packaging and waste / environmental regulations Responsibility for packaging declarations.
- Provide up to date specification documentation for all divisional product portfolio where required to support internal and external sales / marketing requirements.
- Proactively review and report to divisional Management Team on all Q/A, Technical, Certification and Environmental matters.
- Liaising with external agencies, you will support sales and marketing team with the development / production of materials to ensure professional representation of divisional activities in the marketplace. This will include things such as brochures, web sites, promotional gifts, workwear, exhibition stands / equipment and other useful sales / marketing aids.
- Provide primary IT contact support of all divisional employees, liaising where appropriate with external sources to ensure essential maintenance and long term development of IT systems for the business.
- Provide support to the European Sales Manager on all Q/A, Technical and Certification matters both internally with divisional staff and externally through customer / supplier contact, where required.
- Provide support to the sales office function regarding credit and collection requests to ensure the most cost effective action for the company is taken.
- Administer and support any IP and trade mark applications for the company.
- Any other duties as requested by your line manager.