



Job Title (Vidrala Group)	Quality Administration Analyst
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Organizational Unit	Operations – Derrylin Glass
Business Unit	Encirc
Reporting to (Hierarchical)	Operational Quality Manager
Reporting to (Functional)	Operational Quality Manager

Main Purpose of Role

To ensure defective stock is controlled according to paperwork completed, and in line with company procedures. Also key is preparing and analysing all daily, Weekly and Monthly Quality data as required.

Key Accountabilities

- Prepare and analyse all Daily, Weekly & Monthly Quality Data as required
- Log Customer Complaints & internal NCRs
- Complete Resort Requests for Secondary Processing and Resort Team
- Control of non -conforming product on the RFID System & SAP system daily
- Release stocks as requested by Sales for Customer Requirements
- Ensure paperwork is complete as per company procedures and to follow up with the appropriate person(s) in instances where incomplete / inadequate information has been provided
- Liaise with Production around non-conforming product
- Prepare Job on/off reports with all held ware & other required details
- Complete reports and analysis for various stakeholders as required

Health and Safety:

- Shall use any machinery, equipment, dangerous substances, transport equipment, means of production, or safety device provided by the employer in accordance with all training given, together with the relevant Safe Operating Procedures.
- Ensure all equipment is in good condition and safe to use prior to use, and immediately report unsafe issues to an appropriate line manager.
- All PPE should be used in accordance with the employer's instructions, and relevant risk assessment.
- Report all accidents / incidents / damages to machinery, property, and plant immediately, whether persons are injured or not.
- Maintain a good standard of housekeeping within their workplace.
- Help conduct workplace inspections, risk assessments, and to look for and recommend improvements.

"This is a brief outline of the role and is by no means exhaustive. The post holder will be expected to undertake duties as appropriate to the position. Significant changes to the role and its responsibilities would be subject to appropriate consultation with the post holder".



Knowledge, Skills and Experience

Business Knowledge

- A minimum requirement of 3-year production or quality experience
- A sound knowledge of glass manufacturing defects and severity
- A sound knowledge of resort procedures

Essential Functional / Technical Skills

- Glass Quality manufacturing knowledge understanding of site process
- Committed to learning and self-development, demonstrates evidence of Continuous professional development. Demonstrates a willingness to learn and adopt new processes, functionally and technologies
- Ability to analyse data
- Advanced Excel Skills
- Knowledge of FENIX, SIP, RFID, SAP
- Glass Quality Manufacturing knowledge understanding of site management
- Ability to develop and maintain good working practices at all levels

Personal Attributes / Competencies

- Commitment to Customers
- People Commitment & Development
- Sustainability
- Collaboration
- High Performance
- Innovation & Continuous Improvement

Impact

Individual Contribution / KPIs

- Experience in working within a quality/ manufacturing stock control function
- Evidence of managing the delivery of administrative processes within a complex customer-focused environment
- Experience with RFID
- Strong Excel and analytical skills
- Experience in meeting deadlines and delivering KPI data

Key Contacts

- Operational Quality Manager
- Quality Assurance & Lab Manager
- Quality Manager
- Line Supervisors
- Quality Leads
- Shift Managers
- Operations Manager
- Finished Product Manager







Decision Making

(Outline the most important recommendations expected to be made for others to decide on)

- n/a

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Value	Leads Self
Commitment to Customers 	<ul style="list-style-type: none"> ➤ I am open and honest, I strive to exceed expectations while remaining realistic. ➤ My stakeholders can trust me to be honest and supportive. ➤ I seek and act on feedback.
People Commitment and Development 	<ul style="list-style-type: none"> ➤ Through reflection I am clear about my own development needs, I seek feedback and support. ➤ I treat all people with respect and dignity. I value equity, diversity and inclusion. ➤ I respectfully call out any unsafe or disrespectful behaviours, every time.
Sustainability 	<ul style="list-style-type: none"> ➤ I understand my part in our sustainability strategy, I ensure that my own personal impact on the environment and others is a positive one. ➤ I engage with new initiatives, and I champion our sustainability goals. ➤ I am accountable for the safety, health and wellbeing of myself and others, I share ideas for people-focused improvements.
High performance 	<ul style="list-style-type: none"> ➤ I understand my part in our company purpose, mission and values. ➤ I reflect on my performance and plan ahead, in order to safely achieve my objectives or targets. ➤ I approach challenges positively; I respond to changing priorities and maintain high standards.
Collaboration 	<ul style="list-style-type: none"> ➤ I am open, honest and respectful with all stakeholders, I build strong relationships based on trust. ➤ I use my strengths to support others, I ask for help and welcome input. ➤ I am accountable to my team for delivering against agreed standards.
Innovation and continuous improvement 	<ul style="list-style-type: none"> ➤ I am curious and contribute ideas for improvements when I have them, no matter how small. ➤ I remove barriers to progress, I start with why. ➤ I embrace change, I work with others to make necessary changes possible.