

Key Requirements:

3rd Level qualification in a business/construction related field preferable but not essential.

3 years' + experience in a similar Quality Compliance role desirable

Experience using a document control/file sharing system would be beneficial.

Good working knowledge of construction related documents

Excellent IT & organizational skills

Strong ability to collaborate and work as part of a high-performance team.

Fluency in English

Reporting to the QA/QC Manager your key responsibilities will include but will not be limited to the following:

Key Responsibilities:

- Audit projects to ensure installation is as per design and specification.
- Promote quality management systems across projects.
- Audit project compliance against quality management system
- Coordinate and support Quality compliance across projects
- Provide Quality management co-ordination and leadership to ensure that the Quality Assurance elements of the QMS are maintained and under continuous improvement
- Embed and promote the internal Colleen Quality Management Systems
- Coordinate the development and maintenance of a comprehensive audit readiness program to ensure internal and external compliance
- Report on quality management metrics
- Track upload of required Quality Documentation to IT Platforms e.g., 4P, Field-view, Compass, IFS in conjunction with document control
- Coordinate information required by the Quality Plan and client specifications
- Support the coordination of the QA/QC system implementation with each stakeholder and ensure that compliance with the quality manual is achieved
- Coordinate the successful implementation and maintenance of QA/QC systems while ensuring the highest compliance standards are being upheld on the project.
- Manage Document control for the QA/QC team
- Efficient archiving, storage and retrieval of project documentation
- Maintain an efficient up to date register of documentation
- Provide input into document management procedures and keep up to date on industry best practices
- Process documentation in line with project requirements including;
 - o Drawings
 - o Technical Submittals

- Method Statements

- Collating documents and reports for the QA/QC team
- Assist with delivering the quality assurance program
- Assist with company regulatory audits and Quality control checks as required
- Liaise with internal stakeholders
- Complete administrative tasks to support the wider team as required.
- Ensure Collen SHEQ standards are maintained
- Promote & foster Collen core values and a culture of wellness at work.
- Handle internal and external communication with a high degree of professionalism and confidentiality