

November 2016

## Quality Compliance Assistant – Liverpool

At S. Norton & Co Ltd we are proud to be one of the country's leading metal recycling companies. Our ethical and innovative approach has secured us two Queen's awards for industry and enterprise in addition to accredited industry quality standards. We are an equal opportunities employer and judge our applicants and employees solely on their ability to do the job.

We offer a great place to work, an attractive pay and benefits package and know that attracting and retaining high calibre individuals enables us to remain at the forefront of the UK metal recycling industry. The HSEQ Department is based at the Head Office in Liverpool. As a member of the HSEQ Support Team, duties of the post include the provision of expertise and support in activities concerned with the application, maintenance and development of the Company's quality management system & standards relevant to the metal recycling industry generally and this Company specifically; ensuring compliance to ISO 9001.

This post will require innovative and creative thinking, utilising a variety of disciplines and knowledge; working with the Compliance Manager and the HSEQ Support Team to deliver company objectives in accordance with legislation and appropriate ISO standards in force at any given time.

The post holder will be operating in a challenging and dynamic environment therefore must act as a role model for others; ensuring the Company meets its legal obligations for quality standards, remains compliant and acts as an exemplar of good practice in the metal recycling industry and will also need to liaise with other departments, regulatory authorities and customers.

The post holder will report to the Compliance Manager and travel to all company sites may be required from time to time. Hours of work are 07.45 – 17.00, Monday to Friday. Applicants should have demonstrable knowledge and experience of working in a similar role, specifically:-

- A knowledge of best practice quality management systems
- The ability to maintain records and produce information for management reports
- The ability to analyse data, identify measures/indicators of performance standards and make recommendations for improvement
- Excellent time management and organisational skills
- A strong, clear, effective communicator; in person, in writing and on the telephone
- Analytical, problem solving approach with excellent attention to detail
- Excellent keyboard skills and PC literacy

An application pack consisting of the job description/person specification and application form is available from the HR department at: S. Norton, Bankfield House, Regent Road, Liverpool L20 8RQ or by sending an E-mail request to: [lorraine.allen@s-norton.com](mailto:lorraine.allen@s-norton.com)

Closing date for the receipt of completed applications is 02 December 2016