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Quality Administrator

The Role:

Complete administration tasks required to maintain and develop systems

Key Responsibilities:

Systems

Process accurate and efficient additions of categories, fleet, customers, suppliers and stock items in Syrnix in a timely manner.

Carry out monthly checks and cleanse data as required.

Have an understanding of the procurement process within Red Sky.

Manage the fabrications mailbox of incoming enquiries and orders, creating new jobs within Red Sky.

Goods Received Paperwork

Process goods received notes for the fabrication department in Red Sky.

Scan goods received notes for all other areas of the business into Syrnix.

Audits

Carry out daily audits for all stock within the system, working with team leaders to investigate any anomalies, feeding back to the quality coordinator to determine root cause.

Assist with monthly and annual stock and asset checks with the quality coordinator.

Have a good understanding of stock movements, issues and process

Complaints and feedback

Monitor and log all complaints and feedback received. Ensure complaints are closed out within the agreed SLA

Reporting and KPIs

Develop an understanding of reporting for the business.

Provide back up to KPIs produced weekly and monthly

Provide the team with daily reports including sales orders processed, overdue purchase orders, unconfirmed off hires, quotations requiring follow up, open service jobs etc

Key measures & targets:

Accuracy of system data entry

Key relationships:

All areas of BCS – Full system support to the team

Person Specification:

The successful candidate is likely to meet all of the following criteria:

Essential

Good administrative and organisational skills. Computer literate essential

Excellent attention to detail. Able to complete tasks and meet deadlines

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Good understanding of Microsoft office, excel in particular with ability to use v look up formulas etc

Desirable

Knowledge of Syrinx or system equivalent

Benefits:

As well as offering a competitive salary, remuneration for this role includes flexible benefits, which provides a range of guaranteed benefits including but not limited to:

- 5% Company pension contribution
- Life Assurance at 2 x notional salary
- Single persons private medical cover
- Permanent Health Cover

About Barhale:

Barhale is one of the largest privately owned infrastructure specialists in the UK and was originally formed in 1980 as a specialist tunnelling contractor diversifying over the years into various civil engineering areas. Barhale works UK-wide across the water, transport, energy and developer services sectors providing design, construction and maintenance services under long-term contracts, with blue-chip public, regulated and private clients. The company employs over 600 people in the UK, has an annual turnover of £120m and a distinctive set of values that are fundamental to our approach to business sustainability.

Our business activity is carried out for the following principal sectors:

Water: Civil Engineering, Tunnelling, Pipelines and Utilities

Transport: Rail, Aviation, Waterways, Highways and Bridges

Energy: Power Generation, Power Transmission and Distribution, Waste

Developer Services: Civil Engineering across private sector developers UK wide

Specialist Businesses: Tunnelling, Mechanical and Electrical and Barhale Construction Services (BCS Group)

How to apply:

Please send your current CV and covering email outlining your suitability for the role and quoting the reference number to careers@barhale.co.uk.

We are an equal opportunities employer. We are determined that no job applicant or employee receives less favourable treatment on the grounds of sex, pregnancy or maternity, gender re-assignment, sexual orientation, religion or belief, marriage or civil partnership, age, race or disability. All information will remain confidential to Barhale and will be handled in accordance with the requirements of the Data Protection Act.