

Quality Administrator

TR Fastenings Ltd specialise in distributing and manufacturing standard and specialist industrial fasteners. Through our global operations, TR employs over 1,200 highly skilled and experienced people. Every colleague around the world is a valued member of the TR family who on a daily basis work together to deliver a high-quality service for all our customers.

We are looking to recruit a Quality Administrator to join our established team based at our Uckfield location, supporting Distribution, Electronics and General Industrial sales sectors.

The Role

Reporting to the Quality Manager, your role will be to support the Quality team managing and controlling documentation created during the processing of Product through the business. It will also require systems input to confirm the work completed by the Quality team.

Key tasks include:

- Knowledge of using systems relevant to the quality processes and functions of this type of role
- Knowledge of use of computer filing systems
- Be able to communicate both verbally and in writing in a clear and concise manner to both clients, suppliers and colleagues.

The Candidate

The ideal candidate will be self-motivated, possess excellent communication skills both verbal and written to be able to communicate and build good relationships. You will be able to work to deadlines, remain focused at all times and have excellent attention to detail.

To Apply

If you are interested in applying, please send your CV through to Katia Sparks, Group HR Officer at Careers@trifast.com

