

McArdle Skeath



TRANSPORTATION REFRIGERATION STORAGE



Job Description



Quality Assurance Specialist (1 Year Maternity Contract)

Start Date: October / November

Salary: DOE

Reporting to: Quality Manager

McArdle Skeath, with over 50 years experience in the Logistics/Supply Chain industry providing solutions to Pharmaceutical, Nutritional and FMCG organisations is looking to recruit a Quality Assurance Specialist.

Responsibilities:

- Manage and maintain existing GDP (Good Distribution Practices) and GMP (Good Manufacturing Practices) structures associated with Wholesale Distribution Authorisation Licence.
- Develop, enhance and maintain the companies Quality Assurance Program, to meet the Best in Class standards.
- Maintain and develop ISO/BRC/IAA/HPRA/DAFM standards and establish key performance indicators.
- Identify and implement training to ensure proper and efficient completion of all quality functions.
- Use continuous improvement tools to instigate actions for improvements.
- Be the representative for the company, and customer contact on all quality related queries, compliance requests, audits & follow up, customer complaints, quality agreements, and technical agreements.
- Engage proactively with competent authorities and regulatory bodies in order to maintain legislative compliance.
- Promote the corporate quality culture within McArdle Skeath, promote awareness and reinforce understanding of quality processes and policies, facilitating compliance.
- Manage the Health & Safety, Environmental & Security Policy within the Quality System.
- Maintain compliance and report on temperature monitoring and engage with suppliers of quality related services.
- Champion CAPA requirements of the organisation and proactively engage all stakeholders
- Problem solve using an 8D process & detailed Root Cause Analysis to ensure timely completion of all corrective actions
- Provide engineering support to operations ensuring consistent application of quality techniques
- Resolve quality issues of capability, tolerancing, and materials related issues.
- Resolve quality issues by identifying problems, examining solution options, implementing action plans, and providing resources.

Skills:

- Minimum 3 years experience in a Quality Management role within a science/healthcare/ biopharmaceutical/logistics/food industry.
- Minimum 3 years experience of development, implementation and management of Quality Assurance Systems.
- A proven track record and working knowledge of using Lean Tools for Continuous Improvement and Waste Elimination
- Good communication, reporting, presentation and analytical skills
- Good interpersonal skills appropriate to all levels in McArdle Skeath as well as Clients, Suppliers and Competent Authorities
- Relevant Bachelor of Science degree or equivalent.

Please email completed application below to darren.crawley@mcardleskeath.com

Application Form



Your Personal Details

Surname:

First names:

Full Address:

Contact Numbers: Home: Mobile:

Email Address:

Do you need a work permit to take up employment in Ireland? Yes: No:

If YES, please detail:

Please note that all candidates invited to interview will be required to produce evidence of their eligibility to work in Ireland.

Date of Birth: Are you a SMOKER? Yes: No:

Please summarise briefly why you would like to become part of the McArdle Skeath team:

Your Medical History

Please answer the following questions:

1. Do you suffer from any allergies or skin conditions that you believe may prevent you from wearing our company uniform or from working with certain materials? Yes: No:
If 'YES' please detail:
2. Do you suffer from any medical conditions that may prevent or restrict you from carrying out the role applied for as described in the advert/job description? Yes: No:
If 'YES' please detail:
3. Do you require medication on a regular basis? Yes: No:
If 'YES' please detail, including Condition and associated Medication:

Supplementary Information

Are you willing to work weekends when required? Yes: No:

Do you have any pre-existing commitments which may limit your working hours?
(For instance military reserve, local government etc.) Yes: No:

If 'YES', please detail:

Are you subject to any restraints which may affect your current or future employment? Yes: No:

If 'YES', please detail:

Have you ever worked for McArdle Skeath before? Yes: No:

If 'YES', please detail Date(s):

Do you have any pre-existing holidays arranged? Yes: No:

If 'YES', please detail:

If offered a position at McArdle Skeath, how much notice must you give your current employer? days

Have you ever been convicted of any criminal offences? Yes: No:

If 'YES', please detail:

Your Employment History

Please give details of your employment history over AT LEAST the last five years, giving your most recent position FIRST and working backwards, explaining clearly ALL gaps in your employment history (if you have insufficient space please photocopy this page and continue on the fresh sheet, attaching it to this form securely).

Employer/Address:

Telephone No: Job Title:

Period: From: To: BasicPay: € pw Takehome: € pw

Reason for leaving:

Employer/Address:

Telephone No: Job Title:

Period: From: To: BasicPay: € pw Takehome: € pw

Reason for leaving:

Employer/Address:

Telephone No: Job Title:

Period: From: To: BasicPay: € pw Takehome: € pw

Reason for leaving:

Employer/Address:

Telephone No: Job Title:

Period: From: To: BasicPay: € pw Takehome: € pw

Reason for leaving:

Employer/Address:

Telephone No: Job Title:

Period: From: To: BasicPay: € pw Takehome: € pw

Reason for leaving:

Training and Qualifications

Please detail any qualifications obtained or training undertaken, including the approx. date and result

Subject:	Exam/Course:	Approx. Date:

References

Please give details of TWO Referees, BOTH must be previous employers or if still employed, ONE must be your CURRENT EMPLOYER. (Please note that your current employer WILL NOT under any circumstances be contacted until you have been offered, and confirmed acceptance of a job with McArdle Skeath).

Referee One

Name:	<input type="text" value="Mr/Mrs/Miss/Ms"/>	
Position:	<input type="text"/>	Company: <input type="text"/>
Full Address:	<input type="text"/>	
	<input type="text" value="Postcode:"/>	
Contacts:	<input type="text" value="Telephone:"/>	
Email:	<input type="text"/>	

Referee Two (your current employer, if applicable)

Name:	<input type="text" value="Mr/Mrs/Miss/Ms"/>	
Position:	<input type="text"/>	Company: <input type="text"/>
Full Address:	<input type="text"/>	
	<input type="text" value="Postcode:"/>	
Contacts:	<input type="text" value="Telephone:"/>	
Email:	<input type="text"/>	

Declaration

Did you complete this form yourself? Yes: No:

If No, who did:

I confirm that the information supplied in this document is CORRECT. I understand that any false or misleading information or deliberate omissions will disqualify me from, or render me liable to dismissal from the employment of McArdle Skeath.

Print Full Name:	<input type="text" value="Mr/Mrs/Miss/Ms"/>	
Signed:	<input type="text"/>	Date: <input type="text"/>

Application Form Waiver

Please Read Carefully

In exchange for the consideration of my job application by McArdle Skeath (hereinafter called "the Company"), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of McArdle Skeath, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the President /General Manager of the Company. Both the undersigned and McArdle Skeath may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Company permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability as a result of such contract.

I also understand that (1) the Company has a drug and alcohol policy that provides for pre-employment testing as well as testing after employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy. I further understand that continued employment may be based on the successful passing of job-related physical examinations.

I understand that, in Connection with the routine processing of your employment application, the Company may request from a consumer reporting agency an investigative Consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the Company, will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that my employment with the Company shall be probationary for a period of six months, and further that at any time during the probationary period or thereafter, my employment relation with the Company is terminable at will for any reason by either party.

Print Full Name:

Signed: Date:

This Company is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with this Company depends solely on your experience/qualifications.

Thank you for completing this application form and for your interest in our business

Office Use Only