



Operations Officer (Technical)

Location: Head Office, Darlington, United Kingdom
Hours: Full Time, 37 hours per week
Salary: Circa £22k, reviewed after 6-month probation

An exciting opportunity has become available for an Operations Officer (Technical) within QA International's certification operations team. The role is based at our Darlington head office.

Assisting the Operations Manager, the successful candidate will be responsible for ensuring the smooth flow of certification reviews through the robust and thorough review process, alongside assisting the Certification Manager to administer UK client processing and competence information.

We are looking for an enthusiastic and pragmatic individual with a strong work ethic who can work in our diverse team within the Certification division. The successful candidate will be willing to learn on the job and attend formal training courses and be willing to undergo detailed modular internal training courses to broaden your review authorisations.

Knowledge of the certification industry is beneficial, but not essential as training will be provided. An awareness of Quality, Environmental and Health and Safety protocol would also be an advantage.

How to Apply:

For further information and an informal discussion about this position please **contact Stephen Carter, Scheme Manager, on 01325 384272.**

To apply for this position, please send a covering letter and current CV to stephen.carter@qaicl.co.uk or apply online at <https://www.qaicl.co.uk/operations-officer-technical/>

The closing date for all applications is Friday 31st August 2018.