



DUNLOP TYRES LTD, WASHINGTON

JOB VACANCY

QTECH ADMIN.ASSISTANT

A vacancy exists within the Factory for the position of:
QTECH Administration Assistant.

Reporting to the QTECH Manager, the main duties of the role include:

- Input, maintenance and issue of mixing and tyre building specifications and procedures
- Administration of the introduction of new materials into Factory processes
- Conducting of shop floor audits in relation to adherence to QTECH specifications and procedures

A knowledge of mixing and tyre building processes and procedures is desirable. Ideally, they will also have had experience of working in a Works Technical Environment.

Applicants must be computer literate and have good organisational skills.

An ability to carry out word processing and database management would be an advantage.

Candidates should be; good team players, able to work under pressure on their own initiative, flexible and enthusiastic.

Applicants should be qualified to GCSE standard in Maths, English and Science, ideally with a technical/chemistry background.

The job will involve working overtime and abnormal hours as required.

It may also involve working in other Areas, or on special projects.

Some domestic and overseas travel may be required.

Salary – Grade 12. (£16,122 to £16,566).

Application forms should be obtained from and returned to the Personnel Department.

Closing date for applications Monday 3rd September 2001.