



JOB DESCRIPTION – QUALITY CONTROL SPECIALIST

Job Title: Quality Control Specialist

Department: Product Development (R&D)

Reports To: Quality Assurance Manager

Job Overview

The Quality Control Specialist at Trendie plays a pivotal role in ensuring that all products adhere to the highest quality standards, safeguarding the company's reputation for excellence and customer satisfaction. This position involves meticulous inspection, testing, and evaluation of products throughout the production process, ensuring conformity with established specifications. The role is essential in maintaining product integrity, identifying and resolving quality issues, and driving continuous improvements within the production environment.

Key Responsibilities

- **Product Inspections:** Conduct comprehensive inspections and tests on products during various stages of production and post-production, ensuring compliance with internal quality standards, industry benchmarks, and customer specifications.
- **Defect Documentation:** Accurately identify, document, and report any product defects, deviations, or non-conformities, ensuring timely communication and resolution in collaboration with relevant stakeholders.
- **Cross-Functional Collaboration:** Collaborate closely with production, engineering, and other relevant teams to implement corrective actions, drive process improvements, and support the seamless flow of quality control operations.
- **Data Analysis and Reporting:** Collect, monitor, and analyse quality control data to identify trends, root causes of defects, and areas for potential improvement. Generate detailed reports to provide insights for continuous quality enhancement.
- **Record Keeping and Documentation:** Maintain precise and comprehensive records of all quality control activities, including inspection results, testing data, and corrective actions, ensuring accurate and up-to-date documentation for audits and internal reviews.

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- **Development of Procedures:** Develop, review, and update quality control procedures and guidelines to ensure alignment with industry best practices and evolving product standards.
- **Regulatory Compliance:** Ensure all quality control processes are fully compliant with industry regulations, quality standards, and company policies, while actively contributing to the adherence of safety protocols within the production environment.
- **Training and Development:** Assist in creating and delivering quality control training programs for production staff to enhance their awareness and understanding of quality expectations and procedures.
- **Audit and Inspection Participation:** Participate in both internal and external audits, including those conducted by regulatory bodies, clients, or third-party agencies, ensuring full compliance and successful audit outcomes.

Qualifications and Experience

- **Education:** Bachelor's degree in Quality Assurance, Engineering, or a related field, or equivalent professional experience.
- **Experience:** Minimum of 3 years' experience in quality control or quality assurance roles within a manufacturing, production, or industrial setting.
- **Technical Knowledge:** Strong understanding of quality control principles, methodologies, and best practices, along with proficiency in statistical process control (SPC) and other quality assurance tools.
- **Equipment Proficiency:** Hands-on experience with quality control testing and inspection equipment, such as micrometers, callipers, gauges, and other precision measuring instruments.

Skills and Competencies

- **Analytical and Problem-Solving Skills:** Exceptional analytical skills to accurately assess complex data, identify root causes of defects, and recommend effective solutions.
- **Teamwork and Collaboration:** Demonstrated ability to work both independently and collaboratively within cross-functional teams to ensure seamless communication and coordination in resolving quality issues.



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- **Effective Communication:** Strong verbal and written communication skills, including the ability to present findings clearly and concisely to technical and non-technical stakeholders.
- **Technical Proficiency:** Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and quality control software, with the ability to generate data-driven reports.
- **Time Management:** Excellent organisational skills, with the ability to prioritise tasks effectively and meet deadlines in a fast-paced production environment.

Working Conditions

This full-time role is primarily based within a production environment, requiring hands-on inspections and potential exposure to manufacturing equipment. Some overtime may be required during peak production periods. Attention to detail and precision are critical to the successful execution of quality control responsibilities.

Key Performance Indicators (KPIs)

- **Defect Reduction:** Achieve and monitor a consistent reduction in product defects and non-conformities.
- **Inspection Accuracy and Efficiency:** Ensure accuracy, thoroughness, and timely completion of all inspections and tests, contributing to overall product quality.
- **Effectiveness of Corrective Actions:** Track the success and impact of implemented corrective actions on product quality and production processes.
- **Compliance and Audit Readiness:** Maintain full compliance with industry standards, regulations, and internal company policies, ensuring readiness for audits and inspections at all times.
- **Continuous Improvement:** Actively contribute to initiatives aimed at enhancing product quality, efficiency, and overall customer satisfaction.

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Company Values and Culture

At Trendie, we are committed to fostering a culture of quality, integrity, and innovation. As a Quality Control Specialist, you will be expected to uphold these values by consistently delivering products that meet and exceed customer expectations, while driving continuous improvement in our processes and operations.

Career Path and Growth Opportunities

This role provides a clear pathway for career development, with opportunities to advance to positions such as Senior Quality Control Specialist, Quality Assurance Manager, or Quality Systems Manager. There are also opportunities to specialise in key areas such as process improvement, quality auditing, or regulatory compliance, contributing to your professional growth within the organisation.

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