



Internal Vacancy Document Administrator

Job Purpose

To provide administrative capacity to operate the document archive process at Barden, also to support other administrative duties as identified by the Quality management.

Knowledge/Experience/Skills required:

- Proficient Use of Microsoft Office products can be demonstrated or the ability to be trained with minimum effort.
- Understanding of document archive processes.
- Communicate clearly and concisely, both verbally and in writing, across all levels of the organisation.
- A proven ability for attention to detail and accuracy.
- Good standard of written and spoken English.

Key Role Requirements:

- Daily administration of the company archive process (Power Retrieve):-
 - * Collecting documents from end of process points.
 - * Sort and prepare for scanning
 - * Validate Accuracy of document scans
 - * Approve original documents for disposal after system verification.
 - * Organise physical document disposal.

Additional Role Requirements as required

- Support maintenance of the company's EnEHS and Quality management systems, and associated documentation.
- Provide support for customer requests for quality systems information.
- Administration of the companies Quality management systems (Q Pulse).
- Assist with QA sign off & product release for all product shipping to customers.

In addition to the duties listed above, the position holder must carry out tasks assigned by his/her Line Manager that are essentially related to their duties.

To apply for this role, please submit your CV and covering letter to the HR Department, or via email at careers@bardenbearings.co.uk

Closing date: Wednesday, 29th July 2022