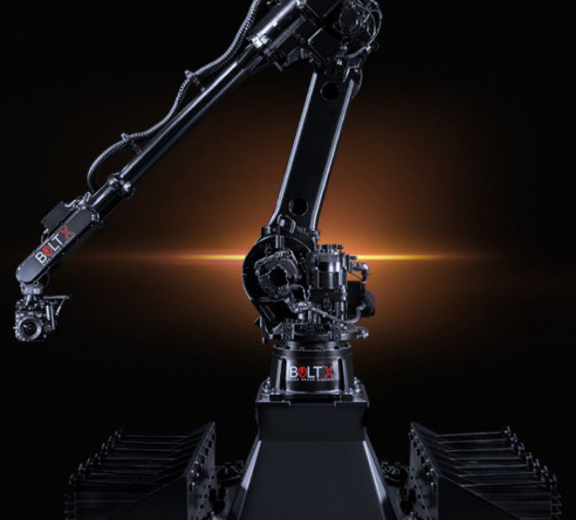


# Mark Roberts Motion Control

## Quality Assurance Manager



Location	Blindley Heath, Surrey, RH7 6JP
Reporting To	CEO
Contract Type	Permanent, Full-Time
Salary	Depending on Experience
Start Date	1 <sup>st</sup> April 2025

### THE ROLE

We are seeking a highly motivated and experienced Quality Assurance Manager to join our Qualifications Division.

The successful candidate will have a proven track record of success in a similar ISO standards role, with the ability to delivery on a variety of projects and activities.

The Quality Assurance Manager will play a crucial role in ensuring the company's products and services meet the required quality assurance standards and satisfy customer expectations. Their primary responsibility is to design, create, develop and maintaining the MRMC Quality Assurance Management System, as well as provide training and staged roll out of QMS. The successful candidate will have experience and proven success in as many of these areas as possible.

### MAIN RESPONSIBILITIES AND TASKS

- Designing, creating, developing and maintaining the MRMC Quality Assurance Management System.
- Providing training and staged roll out of QAMS
- Ensuring the MRMC quality processes and procedures are in compliance with all relevant standards, regulations, MRMC QAMS and Nikon requirements.
- Designing, implementing and scheduling internal audits
- Managing Nikon audits
- Ensuring the MRMC QAMS demonstrably meets business requirements
- Ensuring all QAMS procedures are accurately recorded, reviewed, utilised and revised.
- Driving quality event investigations, outcomes and effectiveness checking
- Point of contact for all QAMS matters.
- Actively participates in continuous improvement.
- Participates in the training of colleagues on the requirements surrounding investigations, documentation and records management.

- Communicates best practices to staff during department meetings and assists in group training as directed.
- Performs analysis of data (monthly metrics).
- Ensures documentation is current and available for use.
- Coordinates and records management activities to ensure effective and efficient compliance with all applicable laws and regulation.
- Reviews and maintains records retention schedules; and participates in maintaining compliance to corporate and site document and records management programs, systems and procedures
- Performs routine internal audits and generates reports to management.
- Assists in regulatory audits.

## SKILLS AND EXPERIENCE REQUIRED

### Education

- Bachelor’s Degree required in either Quality, Regulatory, Engineering, Business or Electronics

### Job Qualifications & Knowledge Requirements

- 3 years’ experience with Quality, and Regulatory field would be advantageous.
- Building a QMS for ongoing maintenance and management
- Updating, improving and compiling SOP’s
- Internal Auditing
- Quality systems training
- Leading quality improvement projects
- Experience and knowledge of standards and regulations. Engineering and Electronics advantageous (Global Customer Base).
- Demonstrable knowledge of investigation techniques
- Experience with compliance assessments, gap assessments and risk management assessments beneficial.
- Experience with program change management practices, lean or six sigma, program, and system integration efforts beneficial.
- Strong computer skills; Word, Excel, PowerPoint
- Document control and change control, NCR’s, deviations and customer complaint investigations
- Root cause and CAPA.
- Batch release.
- External auditing support.
- Trend analysis and reporting.

### Personal Skills

- Strong interpersonal skills are required. Must be an effective team player intra-departmentally and cross-functionally with a pragmatic approach.
- Creative, proactive and results-focused approach to work
- Proven ability to remain calm and problem solve under pressure
- Excellent attention to detail

## THE COMPANY - MARK ROBERTS MOTION CONTROL

We are a robotics company doing some serious hardware and software engineering. By robots we mean 6+ axis robotic arms, large multi axis rigs and 2-3 Axis camera platforms. Our products are used globally in Broadcast studios, Stadiums, Movie Sets and Photography studios to capture motion and stills.

MRMC Broadcast have been active in the global market for several years across Sports Broadcast, Houses of Worship and Big Rig studio solutions. We are now ready to take our unique Broadcast products even further into the global market through providing more moves, angles and solutions than our competitors.

## WHAT WE OFFER

Our success is only possible because of the team effort from everyone and we recognise the individual input of each person throughout our design and manufacturing process at MRMC.

### Benefits:

- Flexitime; our core hours are 10am-4pm
- Private Medical Insurance, for you and your family
- Dental, Optical and Audiological Cashback Plans, for you and your family
- Electric Car Lease Schemes
- Cycle to Work Scheme
- Workplace Nursery Scheme
- Salary Sacrifice Pension Scheme
- Discretionary Bonus Scheme
- Generous company sick pay
- Nikon staff discounts
- Training and Development Opportunities
- Ample parking

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*If you apply online for a position with Mark Roberts Motion Control, we will use the information you provide to assist in the recruitment and selection process. Information provided on the application form and CV will be retained in all cases in electronic format cases and/or hard copy for as long as is required for the purposes of: the administration of your application, consideration for roles in the future, forming the basis of your employment records, if your application is successful, discharging any legal or regulatory requirements. Mark Roberts Motion Control will process your personal data in accordance with our Privacy Policy which can be found on our web-site. If you need more information on how long your data is kept for, which varies, depending on a stage of recruitment you've gone through, please contact us and we will provide relevant information.*

*By submitting your application/CV online you are confirming you have read and accept the above and you are giving your consent to MRMC to process your personal and sensitive personal data for the purposes explained above.*