

VACANCY DETAILS

Department: GW Machining Limited	Hours: 37.5 hours per week
Job Title: Data & Maintenance Co-ordinator	Job Ref: GW723
Place of Work: Bridgnorth	
JOB DETAILS <p>The Postholder will be responsible for overseeing 2D & 3D data control, coordinating site PPM, Company workwear and PPE vending management and co-ordinating the maintenance of skills matrices for all departments. Responsibilities will also include overseeing health, safety and environmental improvements, team leading the Office Administration team and supporting the Quality Team with ISIR.</p> <p>The successful candidate will have experience of accurate record / data keeping, have experience of working with and handling confidential data, be competent in Microsoft Office, in particular MS Excel, Word, and Outlook and have good communication skills, with the ability to confidently converse with both suppliers and internal members of the team. Knowledge of health and safety legislation as it applies to the role and completion of Health, Safety & Environmental awareness training are required for this role, as are organising and planning skills and analytical skills. Experience of team leading a small team would be desirable for this role, as would experience of using Maxima.</p>	

HAVE YOU GOT THE SKILLS?

We are always looking for people who want to grow and develop their skills. If you're an ambitious individual who wants to work for a world-leading casting foundry and consultancy please fill in the form and upload your CV. If we have a vacancy that matches your skills and experience we'll be in touch.

<https://www.gwcast.com/current-vacancies>