



Examination Coordinator

We have an exciting opportunity for an Examination Coordinator to join our renowned printing site, Standfast & Barracks, based in Lancaster. As an Examinations Coordinator, you will assist the Examination Supervisor in the day to day running of the Inspection department including the monitoring of production figures and targets as well as the safe operation of the area.

We're passionate about every aspect of fabric production; from conception and design, right through to manufacturing, taking pride in our ethos which combines the traditional with the innovative. Our heritage is quintessentially British, and we are proud to produce some of the finest quality prints for many design-led home furnishing and apparel brands.

Responsibilities

- Use of ADP Realtime time & attendance/C-Text, Core and Fast react system to assist or cover the Supervisor - include verifying orders and producing mender cards
- Learn and use the new IT business management system
- Deal with customer queries, issues and then investigate working towards a resolution beneficial for both business and customer
- Support the department by inspecting, painting in, and parcelling where required
- Arrange and organise stocktakes, organising and changing of roles and shifts to allow stocktake to be successful
- Brief the team on topics such as toolbox talks, quality issues, production targets and any company updates
- Monitor and update any customer SOP changes
- Use the IT systems to produce daily and weekly production figures to monitor productivity, D&K, menders, and late lists. Use information gathered to prioritise WIP for the inspection team
- Assist in inducting and training of new members of staff
- Work with the Supervisor to upskill the inspection team
- Ensure that library patterns, standards and continuity samples are collected and updated when needed
- Monitor daily and weekly stock levels and place orders when required
- Maintain the inspection area so it is clean, organised, and safe to operate
- Support inspection team with any technical or machine issues and resolve quickly
- Reinspect and investigate any returns, feeding back any relevant information to the Supervisor or Customer Services
- Produce, monitor and alter any work shift patterns where required
- Keep the Examination Supervisor fully informed of any issues impacting the production targets and resolve these in a timely manner
- Assist the Quality / Technical departments in the NCR process and investigation
- Attend production, lates and quality meetings in the absence of the Examination Supervisor, feedback to team any relevant information
- Issue job notes to Engineers in good time so all issues are resolved as quickly as possible



Measures of Success

- Reach all production targets
- Positive involvement in trying to achieve all personal and team goals and objectives
- Maintain a well organised, clean, and safe work area/environment
- Accurate information on all correspondence and documentation
- Continuously looking to improve standards and processes
- Zero incidents in the area

Skills & Experience

- Highly Organised
- GCSE (C or above) in Maths and English (or equivalent)
- Good level knowledge of Microsoft Word/Excel and Outlook
- Knowledge of the Inspection Area and processes
- Excellent communication skills
- Problem solving skills
- Customer Orientation

To apply, please send your CV to jobs@sandersondesigngroup.com

About us

Sanderson Design Group is an international luxury interior furnishings company that designs, manufactures and markets wallpapers and fabrics together with a wide range of ancillary interior products.

In 2020, we brought our portfolio of brands home to Sanderson Design Group, evoking the combined longevity and prodigious creative history of our brands. Sanderson Design Group describes the ebullience of our past endeavours. It sketches the outline of our future. A collective of quintessentially British luxury interior brands and 2 manufacturing brands, at Sanderson Design Group we are Sanderson, Morris & Co., Zoffany, Harlequin, Clarke & Clarke, Scion, Anstey Wallpaper Company and Standfast & Barracks.

Our purpose is "To bring the Beautiful into People's Homes and Lives". This has defined and shaped our brands since our very earliest days. The oldest brand in our arsenal, from where we derive the namesake of our group, began life in 1860, as an importer of fine French wallpapers to London. Arthur Sanderson & Sons Ltd played a pivotal role in defining English interior decoration tastes and its early success led to displaying designs at London's finest showroom, at Berners Street. Around this time in 1924, Arthur Sanderson & Sons Ltd were awarded The Royal Warrant, becoming "purveyors of wallpaper and paint" to the court of George V.

We recognise that each one of our brands contributes a unique chapter to our story. It is why we represent the full spectrum of British interior design, catering from cutting-edge sleek modern styles, to the hearty warmth of traditional forms. Our decision to rebrand as Sanderson Design Group in 2020 is our way of paying homage to our rich history, as well as marking our path towards a new future. As custodians of over 160 years of design experience, we are proud to Bring the Beautiful into People's Homes and Lives. We are Sanderson Design Group.