

Job Overview:

Junior QA Advisor

Job Title: Junior QA Advisor	Location: King's Cross, London, Regional & Operational Sites	Company: Gratte Brothers Group (GBG)
Reporting to: HSEQ Group Director / Group Quality Manager		

Job Purpose:

The Junior QA Advisor will support the Group Quality Manager and the wider HSEQ team in maintaining effective quality standards across the Group.

This role will involve assisting with site inspections, audits, and documentation to ensure compliance with Group procedures and to contribute to the continual improvement of quality processes.

The position is primarily site-based, with some travel to our London Head Office or regional offices as required. It offers an excellent development opportunity for someone seeking to build a career in Quality within the building services industry.

Key Areas of Responsibility:

- Assist in conducting quality inspections and audits on operational sites and contracts.
- Support the preparation of audit documentation, reports, and follow-up actions.
- Help monitor and track non-conformances, ensuring corrective actions are logged and closed under supervision.
- Maintain and organise quality documentation, records, and registers in line with QA/QC procedures.
- Support the development and roll-out of Group QA/QC policies and processes.
- Assist with the creation and review of quality-related documents and forms.
- Provide general administrative and coordination support to the QA team.
- Collaborate with operational teams to raise awareness of quality standards and best practices.
- Participate in meetings, training, and site visits to build understanding of quality management systems.
- Contribute to identifying and reporting improvement opportunities to enhance operational efficiency.
- Promote a positive, proactive approach to quality and compliance across the business.

- Undertake relevant training and professional development as agreed with the line manager.
- Carry out any other duties as directed by the Group Quality Manager or HSEQ Group Director

This is a broad overview of the position and does not encompass all aspects of the role.

Experience:

Essential:

- Interest in developing a career in Quality Assurance within the construction or engineering industry.
- Basic understanding of ISO 9001 or quality management principles (training will be provided).
- Competent in the use of Microsoft Office applications (Word, Excel, Outlook).

Desirable:

- Experience working in an administrative, site-based, or technical support role.
- Exposure to document control or compliance-related work.
- Awareness of ISO 14001, ISO 45001, or ISO 27001 standards.

Attributes and Skills:

- Excellent attention to detail and a methodical approach to work.
- Strong organisational and time management skills.
- Good written and verbal communication skills.
- Ability to work collaboratively with colleagues at all levels.
- Willingness to learn and develop within a quality-focused environment.
- Positive, proactive attitude with an interest in continuous improvement.
- Confidence to use initiative within defined processes

Qualifications:

Essential:

- GCSE level (or equivalent) as a minimum.
- Willingness to undertake Internal Auditor training and other relevant QA courses.

Beneficial:

- Entry level process orientated training i.e. IOSH; IEMA; etc.