

# MRB Administrator (Manufacturers Record Book)



Department: MRB

## MRB Job Purpose:

The role of the MRB Administrator is to support the traceability of MSCM products by producing Manufacturers Record Books for our Clients to approved standard within an agreed period of time.

MRBs consist of all the documentation relating to a product including the materials, components, assembly process, test results, and other quality related documents.

## Main Responsibilities:

**(Overall responsibilities, delegated authorities & accountability)**

- Liaise with MRB Team to organise the MRB documentation schedule & delivery time.
- Collect data from internal departments to create MRBs.
- Ensure all documentation is completed correctly and scanned on the system efficiently.
- Prepare and submit MRBs in a timely and accurate manner to Client requirements.
- Respond promptly to communications from clients & colleagues.
- Helping with enquiries and questions
- Archiving of all documentation within the department following company practice.

## Quality Assurance

- Adhere to Company procedures.

## Health & Safety Responsibilities:

- Take reasonable care of your own health and safety.
- Take reasonable care not to put other people - fellow employees & members of the public at risk by what you do or do not do in the course of your work.
- Co-operate with the Company, making sure you get training, and you understand and follow the company's health and safety policies, procedures, and work instructions.
- Not to interfere with or misuse anything that has been provided for your health, safety, or welfare.
- Report any injuries or illnesses you suffer as a result of doing your job.
- Report any incidents, near-misses or safety concerns you see in the workplace.
- Tell your employer if something happens that might affect your ability to work (e.g., becoming pregnant or suffering an injury)
- If you drive or operate machinery, to tell your employer if you take medication that makes you drowsy - they should temporarily move you to another job if they have one for you to do.

## Environmental Responsibilities:

- Understand and ensure measures designed to minimise environmental impact as a business is adhered to as per the company Environmental Policy.
- Tell your employer if you wish to report an environmental matter concerning the business.

### **The Person:**

- Efficient, well organised, and confident to communicate at all levels.
- Meticulous attention to detail.
- Excellent interpersonal skills with the ability to work with a range of different personalities.
- The ability to work accurately under tight deadlines.
- Aptitude in problem-solving.
- Good telephone manner.
- Ability to multitask.
- Ability to interpret client instructions.
- Desire to work as a team with a result driven approach.
- Takes initiative and always act in a professional and ethical manner.
- Polite manner, reliable and dependable.
- Proven team working.
- Fully conversant with Microsoft Office & Adobe XPro.

### **Qualifications / Experience:**

- Previous administrative role – 2-3 years.
- English & Maths GCSE Pass
- Strong communication skills both written and verbal.
- Ability to work unsupervised – self-motivated.
- Working within a team.