Quality Engineer (Fixed Term Contract Maternity Cover)

About the company

NOTE Windsor is a leading **Contract Electronics Manufacturing company** servicing all sectors of the Electronics market. We are locally based in Windsor SL4 3HU, and part of the larger NOTE group.

With over 40 years' experience, **NOTE UK** has built a strong reputation for the on-time delivery of printed circuit boards, PCBAs, box builds, and final assemblies. Operating from our sites in Windsor, Haddenham, Basildon and Wolverhampton, we are a trusted end-to-end **Contract Electronics Manufacturer**, dedicated to turning product ideas into reality. We pride ourselves on offering flexible, professional solutions while maintaining the friendly, 'can-do' attitude. www.note-ems.co.uk.

Job role and scope

The Quality Engineer will support product quality, investigate nonconformities, analyse quality data, and drive continuous improvement activities within a manufacturing environment. The role works closely with Production, Engineering, Purchasing and Customer Service to maintain compliance with the Integrated Management System and support operational performance.

Main responsibilities

1. Support compliance with the Integrated Management System and relevant industry standards.
2. Conduct internal audits and support external audit activities.
3. Investigate product and process nonconformities using structured problem-solving methodologies.
4. Act as the lead facilitator for root cause analysis activities, ensuring investigations are completed thoroughly and supporting teams in identifying effective corrective and preventive actions.
5. Monitor and analyse quality performance data to identify trends and improvement opportunities.
6. Support containment activities and disposition of affected product when quality concerns arise.
7. Work collaboratively with Production, Engineering, Purchasing and Customer Service to resolve quality issues.
8. Maintain quality records, reports and documented information.
9. Support customer complaint and RMA investigations.
10. Contribute to continual improvement of manufacturing processes and product quality.

Skills, knowledge & experience

Essential

- Strong analytical and problem-solving skills.
- Ability to investigate issues and facilitate root cause analysis activities.
- Good communication and interpersonal skills with the ability to work effectively across multiple departments.
- Ability to analyse data, identify trends, and support improvement activities.
- Proficient in Microsoft Office applications, particularly Excel.

Desirable

- Previous experience in a Quality Engineer or similar quality-focused role within a manufacturing environment.
- Knowledge of ISO 9001 Quality Management Systems.
- Experience of nonconformity investigations and corrective action processes.
- Familiarity with quality tools such as 8D, Root Cause Analysis.
- Knowledge of IPC-A-610 and electronics manufacturing.
- Awareness of ISO 14001 and ISO 45001.

Company values

At NOTE, we believe our people are the key to our success. Each achievement and successful customer partnership is made possible by the dedication, expertise, and passion of our team. Our values lie at the heart of how we work and grow:

These principles ensure we deliver the right quality, at the right time, and at the right price, while building long-lasting partnerships.

Remuneration package

Salary	Up to £18.15 per hour (dependent on skills & experience)
Working hours	37 hours per week Part time would be considered
Holiday	25 days plus Bank Holidays (pro-rata for part time hours) (includes Christmas shutdown)
Pension scheme	Auto-enrolment with People Pensions (5% + 3% company contributions)
Excellent working environment	Free parking, modern factory & employee facilities.

How to apply

If this sounds like you and you are keen for a new opportunity, please complete the NOTE online application at NOTE UK Job Application Form attaching your CV and covering letter.

To view all current vacancies, visit our Careers page at https://note-ems.co.uk/careers-note-in-the-uk/

Closing Date for applications is 10th July 2026