

Job Description



Job Title: Group Quality and Compliance Manager
Location: York, UK (office based)
Salary: £32,000-£37,000 (pro rata part time)
Employment Type: Permanent / Part time, 3-4 days per week.
Reporting to: Operations Director
Direct Reports: 2

Role Overview

At Cyclops Group, we are seeking a talented individual to lead our Quality function. Managing our staff and external auditors to deliver renewal of our accreditations will be key. We're looking for an experienced and proactive Quality Manager to take ownership of our ISO 9001 Quality Management System and drive continual improvement throughout the business.

You'll work closely with teams across operations, sales, and logistics to ensure our quality standards are maintained and developed as we continue to grow globally. The department is also responsible for PPAP's, process improvements and internal audits. A typical day could be supporting the sales function with a quality and compliance questionnaire for a new customer, managing RMA's and working with the Head of Purchasing to discuss quality standards.

The role requires an individual to who is driven by detail and has experience of both managing but also 'doing' the do. The fulltime role is office based in York with Fridays working from home. Occasional travel to other UK sites is expected.

Key Responsibilities

- Manage, maintain, and continuously improve our ISO 9001:2015 Quality Management System.
- Consider other accreditations for the Group as required to support sales.
- Lead internal and external audits, ensuring compliance and successful certification renewals.
- Monitor, analyse, and report on quality performance, trends, and KPIs.
- Support teams in implementing corrective and preventive actions.
- Review and update policies, processes, and documentation to ensure relevance and compliance.
- Deliver quality awareness training and promote a culture of continuous improvement.
- Liaise with customers and suppliers on quality-related issues, ensuring timely and effective resolution.
- Support other compliance frameworks (e.g., environmental, anti-counterfeit, ESD, REACH and Rohs) as needed.

Key Priority Deliverables

- Continued renewal of ISO Accreditation
 - Timely actions to complete RMA process
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Essential Skills & Experience

- Proven experience managing ISO 9001 QMS in a similar environment.
 - 2-5 years in a quality and compliance environment
 - Strong understanding of audit processes and quality control methods.
 - Excellent communication skills — able to engage with people at all levels of the business.
 - Analytical mindset with attention to detail.
 - Confident using Microsoft Office and quality management software/tools.
 - ISO 9001 Lead Auditor qualification (or equivalent) desirable.
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Why Join Cyclops Group?

Since 1990, Cyclops Group has been a global leader in electronic components, known for reliability, customer focus, and innovation. With offices in the UK, USA, Canada, Europe, and China, we serve customers across industries and continents. We have expanded to other areas of the electronic industry via acquisition. For more please see www.cyclops-group.com

Perks & Benefits

- Bonus scheme & competitive salary
- Healthcare cash plan (up to £2,000/year, incl. dental and eye care)
- Pension scheme
- 28 days annual leave (including bank holidays), increasing to 33 with service.
- Some Hybrid/flexible working (Fridays WFH)
- Career development and training opportunities

Job Description



- A vibrant company culture with regular social events, charity days, wellness perks and staff activities including sports, BBQs, and other events.

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Ready to Take the Next Step?

If you are passionate about commercial delivery and people management and ready to make your mark within a supportive, high-performing team—we would love to hear from you.