



Quality Control Clerk

RESPONSIBILITIES:

Perform clerical occupation duties varied and diverse to be classified in within QC Department, requiring limited knowledge of office management systems and procedures. Assigned duties in accordance with the office procedures and include a combination of answering telephones, bookkeeping, typing or word processing, steganography, office machine operation, and filling.

1. Compile Manufacturer Data Record (MDR) upon collecting all inspection reports/ material certificates from QC inspectors.
2. Monitor and record the schedule of MDR completion.
3. Prepare the HT certificate for signatory by QC and Third Party/Customer after received completed testing pressure record and data from QC Inspector and subsequently disturbed to account department for bill claim.
4. Compile and updated all NDE test reports and summary. (NDE work includes RT, UT, MPI & DPI)
5. Keep record and updated of boiler pressure part material certificates.
6. Keep record and updated the summary of list of QC inspection equipment and notify the supervisor if calibration date are expired.
7. Preparation of all material list and NDT summary and map.
8. Prepare accounting schedule list to tally with NDE Contractor invoices and billing items.
9. Assist QC Manager/ Supervisor for any assignment related to QC Department.

EXPERIENCE / SKILLS REQUIRED:

1. Candidate must possess at least Certificate in any Administration or Equivalent
2. Knowledge of Spreadsheet and Word Processing Software.
3. Understand process flow of Boiler Pressure Part Fabrication and Testing.