



JOB DESCRIPTION

RESPONSIBILITIES:

Assist the QA Manager in the following:

- 1) Drafting quality assurance policies and procedures.
- 2) Interpreting and implementing quality assurance standards.
- 3) Evaluating the adequacy of the Quality Management System.
- 4) Devising sampling procedures and directions for recording and reporting quality data.
- 5) Planning, conducting and monitoring testing and inspection of materials and products to ensure quality of incoming material, in-process works-in-progress and finished product.
- 6) Analyse data to identify areas for improvement in the quality system.
- 7) Develop, recommend and monitor corrective and preventive actions.
- 8) Identify training needs and liaise with HR to organize training sessions in order to meet quality requirements.
- 9) Evaluating audit findings and implement appropriate corrective actions and/or preventive actions.
- 10) Identifying risks and opportunities via internal audits.

Carry out the following day-to-day work:

- 1) Document internal quality audits and other quality assurance activities.
- 2) Investigate customer complaints and non-conformance issues.
- 3) Collect and compile statistical quality data.
- 4) Prepare reports to communicate outcomes of quality activities.
- 5) Coordinate and support audits conducted by external auditors.
- 6) Responsible for document management systems, as the document controller.
- 7) Assure ongoing compliance with quality and industry regulatory requirements.
- 8) Perform ad hoc or general duties as assigned by superior.

EXPERIENCE / SKILLS REQUIRED:

- 1) Diploma or degree preferred



- 2) Certifications shall be an advantage including for Quality Auditor, Quality Engineer, Quality Improvement Associate, Six Sigma
- 3) Quality inspection, auditing and testing experience
- 4) Experience with implementation of corrective action programs
- 5) Product or industry-specific experience
- 6) Strong computer skills including Microsoft Office and databases
- 7) Knowledge of tools, concepts and methodologies of QA would be an advantage
- 8) Knowledge of relevant regulatory requirements would be an advantage

SPECIAL OR UNIQUE ASPECTS:

Ability to write in proper English is a prerequisite.