

## Job Description

<b>JOB TITLE</b>	Quality Manager
<b>DEPARTMENT</b>	Quality
<b>REPORT TO</b>	Factory Manager
<b>JOB FUNCTIONS</b>	<ul style="list-style-type: none"> <li>- Develop Quality Inspection Testing Plan (ITP) manual and monitor implementation of all Standard Operation Procedure.</li> <li>- Ensure company operation is smooth by following ISO standard.</li> <li>- Lead quality department to achieve KPI.</li> <li>- Keep all certification up-to-date by liaising with authorities &amp; certification body to conduct surveillance audit.</li> <li>- Give advices and idea to quality engineer on the new finding / testing report outcome.</li> <li>- Guide quality team to solve quality related problems.</li> <li>- As a lead auditor to drive internal audit.</li> <li>- Liaise with sales personnel to monitor customer satisfaction level.</li> <li>- Continuous improvement on quality process and products.</li> <li>- Reduce product rejection rate by using lean methodology.</li> <li>- This position will be appointed as management representative (QMR) for ISO and other related certificates.</li> <li>- Plan, review and monitor all activities related to product certification requirements and work together with other departments.</li> </ul>
<b>QUALIFICATIONS &amp; EXPERIENCE</b>	<ul style="list-style-type: none"> <li>- Bachelor degree in Civil/Chemical Engineering or any related field of study.</li> <li>- Having in-dept knowledge on ISO 9001 and 14001.</li> <li>- Preferably acquired IRCA certified lead auditor qualification for ISO 9001 and 14001.</li> <li>- Preferably acquired Lean Six Sigma Black Belt qualification.</li> </ul>