



Position :Quality Management System Coordinator

Job Description :

- Control and coordinate inspection and test activities both in-house and at suppliers when needed
- Assessment of suppliers; Quality Assurance/Control JEM quality management system.
- Control and review of supplier documentation according to the company requirements
- Establishing and producing quality plans under management representative "MR" supervision.
- Liaising directly with engineering, procurement and document control to implement QMS
- Controlling inspection release and materials rejection.
- Control of all quality department related records
- Review and analysis of project quality specifications — application of specifications
- Coordinate quality assurance and quality control activities on the project site.
- Implement Company Quality Manual, project specific Quality Plan and Inspection and Test Plans Under management representative "MR "supervision
- Assist with conducting quality audits, identifying, documenting, and providing solutions for Non Conformances (NCR's) Corrective Actions (CAR's) & Preventive Actions (PAR's)
- Coordinate all Inspection activities detailed in project Quality Plans and ITP's.
- Ensure all requirements specified in the Company Quality Manual, Project Quality Plan and Inspection and Test Plans are being met and are accepted and signed off by the Client's Quality representative.
- Monitor Sub Contractors and ensure they are following approved ITP's.
- Monitor construction progress and identify / rectify all (NCR's) (CAR's) & (PAR's)
- Monitor material receiving and document control activities
- Provide new projects with quality realization plans
- Perform any other tasks as assigned by the business development manager.

Education: Engineering Degree or Diploma in Quality Management

Lead Auditor certification

Experience: At least 2 years Auditing Experience

Skills:

- Handles the control of all non-conforming, assists in the coordination of company Practices.
 - Log the non-conforming
 - Complete and follow up on Non-Conforming
- Ensure compliance to our company's Quality Management System

Knowledge:

- Proficient in MS Office.
- Excellent planning and organizing skills.
- Excellent attention to detail and accuracy.
- Methodical and accurate documentation.
- Effective analytical and critical thinking skills.
- Knowledge of basic office procedures and ability to operate office equipment including copy machine, fax, telephone, PC.
- Ability to meet deadlines in a timely manner.
- Good verbal and written communication skills.
- Effective training skills.
- Good presentation skills.
- Knowledge of Good Manufacturing Practices (GMP).
- Knowledge of International Organization for Standardization (ISO).