

Position	Asst. Manager /Sr. Executive/Executive Quality Assurance
Reporting To	Director Technical/GM
Job Purpose	To ensure all quality parameters are adhered to for raw material and finish goods with proper calibration of quality checking instrument so that the quality products can be delivered to customer.
Qualification Required	Graduate - Technical
Experience Required	1-2 Years
Key Objectives / Tasks / Responsibilities	Performance Indicators/ Outcomes/Activities
Quality Assurance of Raw Material and Finish Goods Calibration of Quality Checking Instruments.	To assure raw material and finish goods quality
	To test sample of WIP material / non -conforming products in confirmation with production manager.
	Issue formulation to the production department
	Research and development of new product & conduct trials on CTE - 35
	Defining testing parameters for raw material and finish goods
	Taking preventive and corrective action to reduce customer complaints.
	Co-ordinate with technical director for defining the properties of competitors product.
	Maintain proper record of each test to be readily available at the appropriate time.
	Co-ordinate for ISO/NABL/other technical certification with external consultant.
	To carry out calibration of Quality check instruments on a scheduled intervals.
Prepare SOPs for the each quality control testing procedures/machinery.	
Behavioral Competencies	Technical Competencies
Interpersonal Skill	Knowledge of quality parameters
Problem Solving	Product Knowledge
Team Management & coordination	Knowledge of testing inst
Analytical Skill	Knowledge of testing process
Communication Skill – Written & Verbal	Knowledge of production process