

Assistant Manager – QA

Bureau Veritas · Noida, Uttar Pradesh, India

About the job

Responsibility & Authority :

- To monitor testing process in accordance with the test methods.
- To assist HOD in issue and control of Quality System documents.
- To assist HOD in documentation, implementation, amendments and maintenance of Laboratory Quality System as per Global Quality Manual.
- To assist HOD in organizing internal Quality Audits.
- To assist HOD in reporting the performance of Quality System to the management and arranging the management review meetings for the same
- To assist HOD in creating, updating, protecting and implementation of SOPs, WINs, CPs & OI.s and preventing any misuse.
- To assist HOD in performing QA checks, NABL repeatability checks, calibration cross checks
- Check for implementation of Location Document in CPS Doc.
- To assist HOD in performing intra lab correlation test for softline, hardline and RSL lab.
- To assist HOD in evaluation of non-conformity, investigating the root cause and developing Corrective Actions and Preventive Actions under guidance of General Manager.
- To assist HOD in ensuring that all CARs and PARs are completed in a timely manner following a problem-solving approach.
- To HOD in recording of Corrective Action taken including root cause analysis and monitoring of effectiveness and documentation of the same.
- To assist HOD in Test Method Control (European Stds. & all except AATCC, ASTM)—Requisition intake, check for availability, Quotation receiving, indent raising & controlling.
- To assist HOD to ensure data obtained from sources such as KPIs, Internal Audits etc is evaluated for analysing the suitability and effectiveness of quality management system for continuous improvement and development.
- Any other duties assigned by HOD.

HSE Responsibilities

ALL Employees

- All employees must comply with Local Legal requirements as well as the applicable Group QHSSE Policies, Procedures and their requirements.
- Employees are requested to communicate to their immediate Manager any unsafe work practices or condition and opportunities for improvement of HSSE practices.
- Employees are responsible for their own personal safety and must make sure according to their best judgment.
- If any Employee wants to anonymously report an Ethic breach, an alert line has been set up by the Risk And Compliance Officer

Qualification : B. Tech.

For Details :

<https://careers.bureauveritas.com/India/job/Noida-Assistant-Manager-QA-Utta/983556701/>