



Job Title **QA – MR**

Report to Manager HSE Manager

Role Purpose QA- MR is responsible for overseeing all aspects of quality management system , auditing and ensuring compliance with established internal quality control process and procedures. Working Relationships work closely with the all department members

Duties and Responsibilities

- Manage day to day quality and auditing function to ensure high quality deliveries
- To establish, implement and maintain the Quality Management System in accordance with ISO 9001:2015, BRC, FSC/PEFC, and authorities' requirements.
- Representing the management during certification, customer audits (SMETA) and surveillance audits.
- Promoting awareness of customer requirements.
- Preparing and revising the QMS, FSC/PEFC, and BRC documents (namely Quality Manual, Quality system procedures and other documentations).
- Ensuring the compliance of all the functions as per the ISO 9001:2015, FSC/PEFC, and BRC standard.
- Preparing Management Review Meeting Schedule and conducting Management Review Meetings.
- Preparing Audit schedules, Conducting Internal Audits, preparing audit reports, Writing Nonconformity reports.
- Communicating to the Top Management on Quality issues / Non-conformities & Audit reports.
- Measuring & monitoring the process performance, Initiate necessary corrective and preventive action.
- Creating ISO and BRC awareness for the employees & associates by internal trainings.
- Time to time review of all the functions, to check the effective implementation of Quality Management system.
- Ensure closing of all Non- Conformances on time.
- Monitor and implement ISO, FSC/PEFC and BRC procedures across the organization.
- Monitor and minimize production NC's.

Health and safety

- Use of safety shoes and proper uniform.
- Follow safety instructions put in place to prevent workplace injuries or accidents

Knowledge & Skills

- Must be a Bachelor's degree graduated
- Should be certified ISO (9001:2015) Lead auditor & Knowledge of social responsible Audit procedures.
- With at least five (5) years' experience in quality control or quality assurance work in manufacturing industry preferably a corrugated box manufacturing plant
- Should have thorough knowledge of testing process for paper and corrugated board
- Thorough knowledge of certified ISO internal auditor. Knowledge of HACCP will be an added advantage.
- Complete process knowledge of Corrugated Box manufacturing will be an added advantage.
- Should have lead and managed implementing of Lean Manufacturing techniques

For interested candidates Please send your resumes to HR@arabpack.com – with the subject line mentioning the role that you wish to apply