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| **JOB DESCRIPTION** |  |

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| **Unique Role** | Quality - Executive | **Department** | Quality |
| **Qualification** | Graduate | **Min. Relevant Experience\*** | 2 – 3 Years |
| **Location** |  | **Reporting to** | Quality - Manager |

(\*Experience in an FMCG, Automotive, Supply chain, or Packaging industry is of added advantage)

1. **Job Purpose**

To execute inspection, testing, and evaluation methods to ensure that products adhere closely to company standards. To execute quality norms for all products as per company policies to conduct audits

1. **Key Responsibilities Areas**

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| **Responsibility** | **Supporting Action** |
| **Quality Audits** | * To conduct the pre dispatch inbound and pre-dispatch quality inspection of company assets at the Warehouse and Vendor location * To conduct Quality audit of the company warehouse as well as vendor site audit every month * To assist in quarterly Q/A training at the company warehouse for employees as well as new joiners along with L&D * To adhere to the SOPs, SRDs, and STPs for all the Quality check process * To assure ongoing compliance with quality and industry regulatory requirements and report progress monthly |
| **Quality Documentation and Analysis** | * To periodically prepare the Q/A Reports to communicate outcomes of quality activities * To carry out Q/A-related data collection and analysis for improvement in the quality system |
| **Client Management** | * To handle customer complaints and manage their resolution through the Corrective Action Preventive Action (CAPA) process * To timely visit customers for feedback and establish a positive working environment by keeping up a solid rapport with the client |

1. **Required Skills and Abilities**

* Should be proactive and self-motivated
* Should be a system and process-driven person
* Excellent communication, analytical and interpersonal skills
* Familiarity with Vendor Audit, Process Audit, and Vendor Rating Systems
* Good Knowledge of Quality check process - 7QC tools, LEAN Six Sigma (Green belt), KAIZEN, TQM, 5S, etc

1. **Job Dimensions**

* 8 – 10 days of the month involves traveling to the company’s warehouse and client’s site for quality check purposes.

1. **Job Context (Work Environment)**

* The position requires a high degree of precision to ensure the right quality as per the company’s set standards are being used and requires travel.

1. **Interface**

**(Major External and Internal Interactions)**

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| **External** | **Internal (Department)** |
| * Clients * Vendors | * Repairs * Sourcing * Warehouse |

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