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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

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| **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
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| **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
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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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