



マレーシアの求人なら
JAC Recruitment Malaysia

PR/161001 | QA EXECUTIVE (QMS & ISO DOCUMENT CONTROLLER) - BASED IN SENAI, JOHOR

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1609858

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

September 15th, 2026 08:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Native

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

COMPANY BACKGROUND

Our Client Company is a leading Southeast Asian manufacturer of electrical cables and wires, providing a comprehensive range of low-voltage, medium-voltage, instrumentation, and specialty cable solutions through manufacturing facilities in Singapore, Malaysia, and Vietnam. The company hiring for a QA Executive, overseeing QMS and ISO Document Controller functions. The role offers the opportunity to contribute to the effectiveness of integrated management systems by supporting quality processes, ensuring document compliance, and coordinating audit activities.

JOB RESPONSIBILITIES

- Manage and maintain controlled documents, including policies, procedures, work instructions, forms, and records.
- Coordinate document reviews, revisions, distribution, and withdrawal to ensure employees have access to the latest approved versions.

- Maintain quality records, document retention records, and ensure traceability and accessibility of documentation.
- Support internal, external certification, and surveillance audits by preparing records and coordinating audit activities.
- Monitor audit findings, non-conformance reports, corrective action requests, and follow up on improvement actions to ensure timely closure.
- Prepare QA and Integrated Management System reports and monitor relevant document and audit KPIs.
- Support employee awareness initiatives and communicate updates to procedures and work instructions across departments.

JOB REQUIREMENTS

- Possesses Bachelor's Degree / Diploma in Quality Management, Engineering, Manufacturing or related field.
- Preferably with at least 2 years of experience in QA/QC, ISO administration, or document control in manufacturing environment, experience in internal auditing would be an advantage.
- Knowledge of ISO 9001 and ISO 14001 management system requirements.
- Strong documentation, organizational, and follow-up skills.
- Effective communication skills with the ability to collaborate across multiple departments.
- Detail-oriented, systematic and capable in meeting deadlines.

Interested candidates are welcomed to apply online.

#LI-JACMY
#statejohor

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Company Description