

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
November 10th, 2026 04:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Native Level

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 Bachlor'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.

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#statejohor

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Company Description