


# PR/110898 | Associate Quality (QMS)

## Job Information

**Recruiter**
JAC Recruitment India

**Job ID**
1621248

**Industry**
Other (Manufacturing)

**Job Type**
Permanent Full-time

**Location**
India

**Salary**
Negotiable, based on experience

**Refreshed**
November 3rd, 2026 11:04

## General Requirements

**Minimum Experience Level**
Over 3 years

**Career Level**
Mid Career

**Minimum English Level**
Business Level

**Minimum Japanese Level**
None

**Minimum Education Level**
Associate Degree/Diploma

**Visa Status**
No permission to work in Japan required

## Job Description

Reporting to : Group Leader

Primary Role : Quality Management System

Experience (Years) Desired : 4-6 Years

Education Qualification : Diploma/bachelor's degree

PRINCIPAL AREAS OF ACCOUNTABILITY:

- Maintain and update QMS documents, procedures, and records.
- Ensure implementation of the Quality Management System as per ISO 9001 requirements.

- Conduct internal audits and coordinate external audits.
- Monitor abnormalities and ensure timely closure of action points.
- Follow up on corrective and preventive actions with concerned departments.
- Prepare and maintain audit reports and QMS records.
- Coordinate QMS awareness and training programs for employees.
- Monitor compliance with quality procedures and work instructions.
- Prepare reports for management review meetings.
- Support continual improvement activities.
- Good Knowledge of ISO 9001:2025, IATF 16949:2016.
- Work MSIL Customer and aware about their specific requirement.
- Coherence between document knowledge.

KEY COMPETENCIES NEEDED:

- VSA audit knowledge must be required
- Basic computer knowledge, including MS Excel and Word, PPT.
- Good communication and interpersonal skills.
- Maintain and update QMS documents, procedures, and records.
- Conduct internal audits like System audit, Process Audit and coordinate external audits.
- Follow up on corrective and preventive actions with concerned departments.
- Monitor compliance with quality procedures and work instructions.
- Prepare reports for management review meetings.
- DOJO Training implementation.

**Notice:** By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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## Company Description