

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.

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Company Description