

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

募集職種

人材紹介会社
ジェイ エイ シー リクルートメント マレーシア

求人ID
1609858

業種
その他（メーカー）

雇用形態
正社員

勤務地
マレーシア

給与
経験考慮の上、応相談

更新日
2026年11月10日 04:00

応募必要条件

職務経験
3年以上

キャリアレベル
中途経験者レベル

英語レベル
ネイティブレベル

日本語レベル
無し

最終学歴
短大卒： 準学士号

現在のビザ
日本での就労許可は必要ありません

募集要項

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.

#LI-JACMY
#statejohor

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会社説明