

## **Head – Quality Assurance (Full Time Role)** **Umbergaon/Vapi, India**

### **ABOUT UNITILE:**

Unitile is India's #1 Raised Access Flooring Brand. With over 26 years of experience, Unitile provides successful and efficacious access flooring solutions to the modernized world by comprehensively understanding the workplace environment. With exceptional product quality and an unsurpassed technical support services, Unitile is successfully redefining the structure of today's ever-evolving workspaces with over 15,000+ clients globally.

### **KEY RESPONSIBILITIES:**

#### **Directly Responsible for**

- Inspection and Testing of incoming raw materials quality, In process and FG quality checking for final product conformity as per stipulated standards
- Controlling overall manufacturing processes to ensure that end product quality specifications are met.
- Work with internal and external stakeholders to resolve quality issues, quickly and efficiently to prevent compromising product quality standards
- Quality Assurance & overall functioning of QA Department
- Online & Offline inspection in-house and from other laboratories
- Maintaining All the quality records, documents & samples etc.
- Collection of Product & Process related data, Analysis and MIS reporting to Management
- Handling customer complaints
- Co-Ordination with all HODs, Suppliers, Customers pertaining to Quality
- Implementation of Integrated Management System (ISO 9001, ISO 14001, OHSAS 18001)
- Product & Process improvement & development activities
- Implementation of standard testing procedures, applicable national & international testing standards for maintaining & conforming quality of final product

#### **He shall**

- Have In depth knowledge of product & processes he is exposed to
- Have Knowledge of Steel, Aluminum, Cement, Gypsum or similar product & processing shall be desirable
- Have Knowledge of polymers processing shall be desirable
- Have Hands On experience to Continuous Improvement Environment (TPM/WCM/Six Sigma)
- Manage all quality-related issues within the manufacturing team (e.g. internal, supplier, customer and customer warranty)
- Be developing and implementing quality standards and quality control systems.
- Ensure product quality control plans and associated documentation to implement effectively and maintain in line with QMS and other applicable standards
- Monitor and report on quality-related key performance indicators non-conformity, rejection, rework & set proper system to control the same with complete documentation
- Stop production in the event of manufacture of unacceptable goods/processes
- Report on Key Performance Indicators (KPIs) in order to adhere to process and prevent occurrence of any non-conformity relating to product, process or system
- Plan and implement techniques for continuous improvement such as Six-Sigma, Poka-Yoke (Error Proofing), and Measurement System Analysis
- Participate in cross-functional teams in the development of new products or changes related to current products in meeting customer requirements
- Participate in the development and refinement of Design and Process FMEA's (Failure Mode and Effects Analysis)
- Lead IMS & similar audits, customer visits & other relevant third party audits as company's representative
- Identify root cause and instigate permanent corrective actions for product quality issues
- Carry out product and process auditing

### **REQUIRED SKILLS, QUALIFICATION AND EXPERIENCE:**

**Skills:**

- Knowledge of quality management & product specific standards & systems applicable to the industry he is working with
- Knowledge of Statistical quality control, Six Sigma & relevant tools & Good Manufacturing Practices
- Independent, Assertive and positive mindset
- Knowledge of Advanced Product Quality Planning (APQP), Production Part Approval Process (PPAP), Failure Mode and Effect Analysis (FMEA) shall be desirable
- Strong communication, presentation and people management skills
- Multi-Tasking and Problem-solving skills
- Should be able to work independently with minimal supervision
- Ability to work under pressure
- Excellent organizational, planning and administrative abilities
- High level of Computer proficiency
- Auditing skills & Analytical approach

**Qualification and Experience:**

- Master's degree in engineering preferred
- Degree in quality, industrial, or mechanical engineering.
- 8-12 years of experience in quality assurance or in a similar role
- Understanding of engineering drawings and manufacturing processes
- Salary would be in line with the experience

**Location**

- Local or should be ready to relocate near Factory / Umbergaon / Vapi

***IT'S MUCH MORE THAN WORK HERE AT UNITILE!***