

Quality Assurance / Project Manager

The successful candidate will report to the Operations Director. He/she will be responsible for the day to day management of resources to ensure job completion in a timely and quality manner.

Candidates must possess good technical skills and written ability, be motivated and enthusiastic, be commercially aware, have the ability to work on their own initiative and be able to meet deadlines and liaise successfully with clients.

The expectation shall be that the candidate has held a similar position previously in his/her career or to show the enthusiasm, ability and commitment to develop into such a role.

Key Responsibilities:

- Plan and manage work in progress
- Implement ISO Quality Systems within the company/Process/Systems
- Organise and process the purchase and delivery of all materials
- Plan and manage resources – including personnel
- Keep all jobs within budget guidelines and issue cost analysis report
- Ensure full compliance with health, safety and quality regulations
- Management of process deviations, non conformances, CAPA, complaints
- Conduct Internal Audits
- Lead QA and continuous improvement initiatives
- Manage problem and complaint resolution, providing solutions that improve customer loyalty
- Co-ordinate project meetings, manage attendance and ensure defined behavioural norms are sustained.

Skills, Experience and Qualifications:

Required

- An Technical Degree (Honours) in Engineering, Science or a similar qualification is essential
- 3-5 years project management, operations or quality assurance experience in an engineering / technical field – ideally electrical
- A strong technical background
- A working knowledge of safety and regulatory requirements
- Comfortable using advanced features in MS Office for data analysis and reporting.
- Quality Management systems experience including ISO 9001, 14001 and OHSAS implementation experience
- An enthusiastic, motivated and professional individual who constantly strives for excellence
- Highly organised with the abilities to prioritise
- A proven track record to work on one's own initiative with minimum supervision.

Desired

- Proven systems improvement skills.
- Strong risk management skills.
- Sound commercial knowledge
- Experienced in project leadership and in PM systems and tools
- Full driving licence, willing to travel