

**Position** - **Head Quality**  
**Location** - **Nasik**  
**Immediate Reporting manager** - **CEO**

**Job Description**

**Qualification** : **DME/BE or Any Graduate**  
**Experience** : Having experience of minimum of 15 years  
**Total number of employees** : 262  
**Number of plants / location** : two in Nasik  
**Gender** : Male / Female  
**Age Group** : 25 yrs. to 45 yrs.  
**Location** : Nasik  
**Computer Knowledge** : work on ERP  
**Experience** : Having experience of 5 - 20 years in Industry  
**(Candidate with Furniture Industries Experience is a plus)**

**Job Responsibility:-**

- Responsible for Organizational Quality, parameter, standards and ISO / TS / QMS implementations
- Triggering of CAPA internal & External.
- **Able to generate** General Quality awareness among workers by Quality circles.
- Use of seven QC tools for controlling NC (control charts, Paratoo Analysis etc.)
- Corporate MR for implementation of ISO 9000 & 14000 activities
- Internal auditor for ISO 9000 & 14000 documentation and action required for implementation and also able to file the docs required for registration.
- Responsible for preparing and maintaining quality documentation and reports by collecting, analyzing and summarizing information and trends including failed processes, stability studies, recalls, corrective actions, and re-validations.
- Develops quality assurance plans by conducting hazard analyses; identifying critical control points and preventive measures; establishing critical limits, monitoring procedures, corrective actions, and verification procedures; monitoring inventories.
- Validates quality processes by establishing product specifications and quality attributes; measuring production; documenting evidence; determining operational and performance qualification; writing and updating quality assurance procedures.
- Maintains and improves product quality by completing product, company, system, compliance, and surveillance audits; investigating customer complaints; collaborating with other members of management to develop new product and engineering designs, and manufacturing and training methods.