



POSITION DESCRIPTION

POSITION TITLE : Deputy QA Coordinator/ K4443

DEPARTMENT : Product

CLASSIFICATION APPROVED BY : HRD

REPORTING RELATIONSHIPS

POSITION REPORTS TO : Senior QA Coordinator

POSITIONS SUPERVISED : None

POSITION PURPOSE

- This role based in the warehouse, and involves checking and filtering flaws from the goods received.
- Prevent poor quality goods from reaching the stores.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Under supervision of more senior members of the QA team to carry out the basic processes of inspection of goods in the warehouse, prior to releasing them for allocation.
- Monitor incoming shipments and organize for standard samples from head office before receiving shipment.
- Discuss with Senior Quality Assurance Coordinator the points which need to be monitored and controlled in the product.
- Pull out random cartons to pick items from them, remove the required quantity for checking as per AQL 2.5.
- Compare the received items with the approved standard sample received from Quality Assurance Coordinator.
- Check and compare samples for color, size, style, workmanship, damage, finishing, packaging, labels, tags, barcodes, etc.
- To represent the QA team in the warehouse
- To prepare monthly reports detailing the quality performance by supplier
- Carry out basic projects as requested

PERSONAL CHARACTERISTICS:

- Detailed oriented
- Self motivated
- Proactive
- Able to multitask
- Able to work with minimal supervision

PERFORMANCE MEASUREMENTS:

- Accurate evaluation of quality shipments received in the warehouse.
- Compare and confirm consistency in quality and workmanship against the target samples.

QUALIFICATIONS\REQUIREMENTS:

- Good English – spoken and written
- 1-2 years related experience
- Proficient with MS Office



COMPETENCY REQUIREMENTS:

The following are the key competencies that will be required to complete this job effectively. Along side each competency is the Level at which it is expected to be demonstrated

(Refer to KOJ Competency Dictionary for a detailed breakdown of your competency requirements)

- Drive for Results - 1
- Integrity and Trust - 2
- Team Work - 2
- Problem Solving - 1
- Priority Setting & Time Management - 1
- Job Knowledge - 1
- Interpersonal Skills - 2
- Valuing Diversity - 1

Department Head:

Employee: