	Quality Assurance Analyst Job Description		Document Number: JD-SS-11.02
	Department: Quality Assurance	Effective Date: April 17, 2017	Revision No 1

I Reason for Existence

Quality Assurance (QA) Analyst is responsible in providing support to Quality Assurance Supervisor in creation, maintenance and implementation of Quality Management System. He / She leads the Quality Workplace Audits in accordance to ISO 9001 standards.

II Immediate Leader

Reports to the Quality Assurance Supervisor


III Duties and Responsibilities

1. Promote Quality Workplace (QWP) by documentation of Quality Workplace Standards, conducting trainings and leading QWP audit to ensure that the employees are knowledgeable and compliant on how to maintain good work environment.
2. Assist the Business Units (Bus) in documenting Policies and Procedures, Records Retention Schedule, and other quality documents by providing templates and coaching them in preparations in order to ensure clear instructions and fast completion.
3. Assist the BUs in job standardization and work measurement by conducting Methods and Time Studies in order to give inputs to management based on observed facts and historical data.

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4. Participate in projects as assigned by the Quality Assurance Supervisor through attendance to meetings and submission of inputs or deliverables in order to improve or maximize current skills.
5. When assigned as a Project Team leader, prepare Work Breakdown Structure/Schedule and monitors project completion / adherence to schedule, and regularly reports Project Status to management to ensure that project's objectives are met and resources are maximized.
6. Update job knowledge by studying trends and developments in documents, records, and QWP management, participating in educational opportunities, reading professional publications, maintaining personal networks to ensure that the organization is updated and improvements/innovation may be implemented
7. Perform any other function as assigned by his/her immediate leader

IV Minimum Qualifications

1. Graduate of Industrial Engineering, Engineering Management or other related courses
2. Proficient in Windows-based applications (Word, Excel, and PowerPoint) including database management
3. Good written and oral communication skills
4. Adept in numeric analysis, has problem solving skills, detail-oriented and improvement-oriented.
5. Possesses organization and time management skills and can manage stress

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