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|  | <h1>Process Specialist</h1> <h2>Job Description</h2> |  | <b>Document Number:</b><br><br>JD-SS-11.03 |
|  | <b>Department:</b><br>Quality Assurance              | <b>Effective Date:</b><br>April 17, 2017 | <b>Revision No</b><br>1                    |

### I Reason for Existence

Under the supervision of the Quality Assurance Supervisor, a Process Specialist is responsible in assisting the business units in creating and evaluating operational process, standard operating procedures and guidelines. He/ She will assist the implementation and monitoring of Quality Management System.

### II Immediate Leader

Reporting to Quality Assurance Supervisor


### III Duties and Responsibilities

1. Develop, configure and optimize operational process by conducting interview, walk-trough and studying current processes to be able to document Operations Manual.
2. Evaluate existing procedure or standards by conducting internal audit and propose new procedures that could simplify existing process, if necessary.
3. Conduct internal audit on Good Warehousing Practices (GWP) and Good Distribution Practices (GDP) by using Customer/ Standard checklist and documenting all nonconformity to improve the standards of Warehousing and Distribution Service.
4. Participate in projects as assigned by the Quality Assurance Supervisor through attendance to meetings and submission of inputs or deliverables, if required.

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5. Perform any other function as assigned by his/her immediate leader.

#### IV Minimum Qualifications

1. Graduate of any Engineering course or any Business related (4) four year course.
2. Good written and oral communications skills.
3. Proficient in Word, Excel and PowerPoint applications and other office platforms.
4. Strong attention to details and follow-through skills.
5. Effective organization and interpersonal skills.

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