	Quality Assurance (QA) Assistant	Document Number:
F2 LOGISTICS LET'S MOVE. NOW.	Quality Assurance (QA) Assistant Job Description	JD-SS-11.05
	Department: Quality Assurance	**Effective Date:** January 3, 2019	**Revision No** 0

I Reason for Existence

Quality Assurance (QA) Assistant is responsible for providing support to the Quality Assurance Team in the creation, maintenance, and implementation of the Quality Management System. He/ She leads the MVVQP, Quality Workplace/Records Audits in accordance with ISO 9001 standards.

II Immediate Leader

Reporting to Assistant Vice - President (AVP) - Quality Assurance/ Quality Assurance Manager

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 a good work environment.

2. Promote Mission-Vision-Values-Quality Policy (MVVQP) by updating the Quality Management System (QMS) Corner, conducting trainings and leading MVVQP Audit to ensure that all employees are aware and it encompasses in the whole organization.

DDC: This Document is already Approved and Posted on Intranet.

Please refer to printed files for signatures of approvers.

3. Assist Document & Data Controller (DDC) in routing quality documents such as quality manual, quality plan, policies & procedures to ensure that all documents will be signed by authorized signatories and it will be uploaded on time.

4. 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.

5. Participate in projects as assigned by the Quality Assurance Manager/ Supervisor through attendance to meetings and submission of inputs or deliverables, if required.

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

IV Minimum Qualifications

1. A 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.