

SEW EURODRIVE		HUMAN RESOURCES JOB DESCRIPTION	Reference No. 7140		Next Review Aug 2023
SEW EURODRIVE INDIA PVT. LTD.			Edition No. 0	Date (YY.MM) 16.09.22	
JD	Human Resources		Compiled By PJ	Approved SV	Issued By KB

POSITION	:	Assistant Manager / Executive – Quality (MMHS)
WORK LEVEL	:	4
RESPONSIBILITY		
<ol style="list-style-type: none"> 1. Responsible for overall quality of AGV, RGV, EMS and other applicable products from assembled at MMHS – DTC. 2. Responsible for planning quality inspection for all incoming & outgoing materials (Mechanical fabrication & Machined parts, Mechanical LLI, Bought out Items, etc.). 3. Responsible for inspection at vendor place for machined and fabrication parts and preparation/validation of inspection reports. 4. Maintenance of Quality related documents and records. (Product quality, rejection, rework and NC). 5. Maintenance, repair, Calibration and documentation of Quality tools. 6. Control on quality rejections and improve the assembly productivity. 7. Developing and implementing inspection methods to analyse product quality as per applicable standards. 8. Developing and implementing quality control systems. 9. Monitoring and analysing quality performance. 10. Resolve quality-related issues in a timely manner. 11. On time Inspection, report preparation and Pre-Dispatch Checklist validation. 12. Prepare Corrective & preventive action plan for quality rejections. 13. Co-ordination with Assembly shop / purchase team for all inspections. 14. Inspection and testing of units as per standard. (Updates on standards) 15. Responsibility to organize third part inspection / customer inspection. 16. On job / off job training of team (Up gradation of skills) 		

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17. Preparation and issue of test certificates.
18. Maintain manufacturing complaints register.
19. Take corrective action on warranty and administrative complaints related to assembly.
20. Maintenance of Quality Manual.

AUTHORITY

1. Extend work / extra working plan to meet target.
2. Approving Units for further processing – Packing and dispatch.
3. Giving feedback for performance to individual.
4. Rejection of non-confirming product.
5. Signing the test reports / QAP.
6. Rejection of non-confirming incoming material. (including Germany)

DIEMENSION:

- Quality Technician / Jr.Engineers in the department

PROFILE :

- Diploma in Mechanical / Mechatronics Engineering with min. 8 years' experience / Graduate in Mechanical / Mechatronics Engineering with minimum 4 years' experience in any engineering industry

Skill required :

- Analytical Skills
- Communication and coordination skills
- Decision making skills (independent)
- Team building
- Technical skills