



CAREER OPPORTUNITY

Job Title	: Quality Assurance Manger
Division	: Quality
Department	: Quality Department
Employment Type	: Permanent Monthly paid position
COMPANY BACKGROUND / OVERVIEW	
<ul style="list-style-type: none"> • Universal Paper and Plastics was established in 1950 by the Sher family and has remained a family business. Throughout the years the manufacturing of various types of paper and plastic products have been produced by the manufacturing facility located in Ga-Rankuwa. The product range has been refined to manufacture high-quality printed serviettes and napkins, bathroom tissue and household towels, and hankies as well as water based ink and jumbo paper rolls. • Our products can be found in all major stores countrywide under the Dinu brand. • Our mission is to satisfy all customers and give each customer the opportunity to have a choice of their own decorative style throughout the household. 	
PURPOSE OF THIS POSITION	
<p>The Total Quality Manager shall be responsible to ensure that the Quality Management System (QMS) is defined, implemented, audited and monitored in order to ensure that all the products produced by the company comply with Requirement and Specifications of the company. The Total Quality Manager is ultimately responsible for all matters regarding the quality of the end product, together with all sections departments within the company. The Total Quality Manager is independent of all responsibilities that may adversely affect quality performance. Above all the Total Quality Manager must at all times ensure that the customer's interests are protected.</p> <p>Quality Assurance Management:</p> <ul style="list-style-type: none"> • Ensure that a document control procedure is adopted to approve, review and update all changes to critical documents within the scope of the QMS. 	



- Ensure that records are established and maintained to provide evidence that the QMS is being followed and that there is a system in place for the identification, storage, protection, retrieval, retention time and disposition of such records.
- Ensure that the performance of the QMS is reviewed at planned intervals to ensure its continuing suitability, adequacy and effectiveness. This review means assessing opportunities for improvement and the need for changes to the QMS.
- Ensure that Quality Objectives are set by top management for measuring the performance of the QMS and that these are regularly reviewed.
- Ensure that all new staff are inducted into the requirements of the QMS related to their own roles and responsibilities. Provide updated training as necessary.
- Ensure that all suppliers used by the organization are selected, evaluated and reevaluated and that records of this assessment are maintained.
- Ensure that top management undertakes periodic but regular assessments of customer satisfaction and that consequent improvements are identified and implemented.
- Ensure that an internal audit programme is adopted to verify that the QMS conforms to planned arrangements, QMS arrangements and is effectively implemented and maintained. Ensure that appropriate action is taken when this is not the case.
- Analyse data on the effectiveness of the QMS and evaluate where continual improvements of the QMS can be made. This shall include data generated as a result of monitoring and measurement and from other relevant sources.
- Co-ordinate continual improvements of the QMS, ensuring that evidence of corrective and preventive actions taken are recorded and reviewed.
- Ensure that processes needed for the Quality Management System (QMS) are established, implemented and maintained.
- Report to top management on the performance of the QMS and any need for improvement.
- Ensure the promotion of awareness of customer requirements throughout the organization.
- Liaise with the external assessment bodies on all matters related to the external accreditation process.



- Stop any process; procedure or action that does not comply with the Quality Requirements / Specifications and / or
- Ensure that company specifications are in place, kept up to date and the specifications are adhered to.
- Ensure that returned goods are returned to suppliers in accordance with the Goods Return Procedure.
- Close off Internal and External Audit Findings and Non Conformance Reports.
- Compile Procedures and Work Instructions.
- Approve Concession / Deviation Notes
- Approve any related matters within the Quality Department in accordance with the relevant Procedures and Policies.
- Initiate and Implement changes that may be required to improve a product or eliminate / minimize a problem.
- Approve the disposal of scrap product or the rework of Non-Conforming Product.
- Approve the release of goods from the Quarantine Store / Location
- Ensure that the SAGE X3 ERP System and all its processes conform to the QMS set standards.

EDUCATIONAL REQUIREMENTS

- A minimum of between 5 - 10 years related experience
- Minimum: Related B-degree or Diploma
- Ideal: B-Tech in Quality

REQUIREMENTS - EXPERIENCE

- Have sound knowledge of ISO principles. (ISO9001:2015)
- Knowledge of Forestry Stewardship Counsel (FSC)
- Knowledge of Food grade principles. (FSSC22000 or BRC)
- Knowledge of the South African FMCG industry.
- Analysing information and using logic to address work related issues and problems.
- Conversant with relative legislation regarding Health and Safety requirements.
- Must be computer literate.
- Good knowledge of environmental requirements.
- Exceptional leadership skills.



- Computer literacy: Advanced MS Office essential; MS Project and SAGE beneficial.
- Statistical Process Control
- Proven track record in 3rd Party Auditing

ADDITIONAL REQUIREMENTS

- Ability to work under pressure and to maintain required standards
- Willingness to work overtime as and when required
- The ability to manoeuvre and perform a variety of tasks simultaneously.

APPLICATION FOR THIS POSITION

- Your **CV** must please be submitted to **Sharon Winter : swinter@upap.co.za**
- Closing date: October 2017
- Salary: **Market Related**