

## Quality Management Coordinator Job Description

### Responsibilities:

- Check of requirements(law and customer) and risks
- Establish of Quality Policy and Target Plan
- Maintaining and managing the QMS(IATF 16949 etc.)
  - Establishing a Certification Plan
  - Consultation with relevant departments and management of certification schedules
  - Preparation and Response
  - Establish and Improve of Corrective Action Plan for Non-conformity
  - follow-up management
- Maintaining and improving process quality using statistical quality control techniques
- Prepare and respond to customer-approved tasks (IATF 16949 certification, PPAP, etc.)
- Maintaining and creating MES and SAP System for Production Assembly Line
- Training, counseling and coaching team members

### Requirements:

- Ideally 3 years plus experience in a similar role(Preferential for the Similar industry experience)
- Bachelor's degree in industrial, Electronic and Electrical engineering.
- Experience in QMS(IATF 16949 etc.) Certification
- Experience in ERP System(SAP etc.)
- Experience in Measurement Tool(CMM etc.)
- Computer Skill
  - MS Office
  - MINI TAB
- Fluency in English, Preferential for Korean speakers
- Personal characteristics
  - Hardworking, dutiful, resourceful, activity, responsible person