

Job Title: QA/QC Production Executive

Report To: Chief Food Technologist / Factory Operation Director

Duties & Responsibilities:

Basically, you are required to undertake general functions in Production Plant such as weighing, mixing, filling, capping, labelling, packing, fitting, loading/unloading, cleaning and general housekeeping. These will be very spontaneous and covers a board spectrum of intelligence, responsibility, accountability and initiative. The duties & responsibilities you need to provide during your employment with Brilliant Fruit Cordial Enterprise (M) Sdn. Bhd. are as follows:

1. To assist in drafting quality assurance & quality control policies and procedures.
2. To assist in interpreting, implementing and evaluating the adequacy of quality assurance & quality control standards and procedures.
3. To review the implementation and efficiency of quality and inspection systems.
4. To plan, conduct and monitor testing and inspection of materials and products to ensure finished product quality.
5. To document internal audits and other quality assurance activities.
6. To investigate customer complaints and non-conformance issues.
7. To collect and compile statistical quality data.
8. To analyze data to identify areas for improvement in the quality system.
9. To develop, recommend and monitor corrective and preventive actions.
10. To prepare reports to communicate outcomes of quality activities.
11. To identify training needs and organize training interventions to meet quality standards.
12. To coordinate and support on-site audits conducted by external auditors (e.g. Halal Audit by JAKIM/JAIS, annual ISO 22000 Surveillance & Recertification Audit, audit by potential customers).
13. To evaluate audit findings and implement appropriate corrective actions.
14. To responsible for document management systems.
15. To monitor risk management activities.
16. To assure ongoing compliance with quality and industry regulatory requirements.
17. To ensure continuous production lines improvement on process flow and working methods are implemented as according to Halal procedures & ISO 22000: 2018. And all documents are recorded and updated.

18. Priority for Halal Executive Certificate Holders

1. At Production & Mixing Department:
 - 1.1. To monitor General Production Workers in loading and unloading of raw materials at designated place.
 - 1.2. To monitor the incoming of raw materials ordered, stock checking and all its relevant documents.
 - 1.3. To monitor the process of production flow.
2. At Filling & Capping Department:
 - 2.1. To monitor General Production Workers operating the filling machine and capping machine during the production progress.
 - 2.2. To monitor General Production Workers are performing their work precisely and products' quality as well as hygiene is well assured.
3. At Packing & Labelling Department:

- 3.1. To monitor the General Production Workers in adjusting the coding machine and implement coding process effectively.
- 3.2. To monitor the General Production Workers in checking the labelling process and ensure the label is located correctly and precisely.
- 3.3. To monitor the General Production Workers in packing the products into the correct carton and put the fully filled carton properly onto the pallet.