

EXTERNAL VACANCY

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| Closing date for applications: | 12 October 2017 |
| Position: | Quality Control Co-ordinator |
| Division/Operation | Silica Quartz Pty Limited |
| Location: | Delmas: Groenfontein Farm |
| Reporting to: | Mine Manager |

Purpose of the Role:

To monitor and improve Silica Quartz product quality.

Key Performance Areas:

- Responsible for documenting management systems, collecting and compiling statistical data.
- Inspect products on Production Lines for quality defects.
- Conduct internal quality control audits & provide feedback.
- Create reports of quality control tested and analyse data to determine changes in the production process.
- Review, develop and implement quality improvement activities, policies and monitor (corrective & preventative actions).
- Conduct satisfaction surveys with customers and handle customer complaint.
- Develop and maintain a suitable Quality Management System based on recognised Codes of Practice.
- Fulfil documentation and reporting requirements for the Quality Management Program.
- Ensure an ongoing compliance to quality and industrial regulation requirements.

Minimum Requirements:

Qualifications

Quality Diploma (e.g. TQM)

SABS Internal Audit Certificate

Valid Certificate of Fitness

Experience & Knowledge

Minimum of 2 Years working experience in a quality environment; Knowledge of the chemical industry and of the chemical processes and transformation; Sound knowledge and understanding of ISO and industrial audits.

Personal Attributes / Competencies

Internal Locus of Control; Leadership skills; Analytical skills; Interpersonal and communication skills; Computer Skills; Problem solving skills; Results orientated; Ability to work under pressure; Attention to details & resilient.

Employment testing will apply and therefore written, oral or other tests will be administered as a means of determining the suitability or desirability of the job applicant, and we are looking for a specific personality type to match the job's demands.

E-mail Applications with an updated CV to: hr@silq.co.za

Reference Number: HR/6.1.1/R/16/17

The advertisement has minimum requirements listed. Silica Quartz Management reserves the right to use additional/relevant information as criteria for short-listing. Silica Quartz reserves the right not to fill vacancies. Correspondence will only be entered into with short-listed candidates.