

WORK FEATURES

JOB REF NO-REX 004

Position: - ISO Co-ordinator

Education: - Diploma in Mechanical or Electrical Engineering

Experience: - 5 Years of experience as an ISO Co-ordinator in any Engineering company

Age: - 35 to 45 Years

Expectations from candidate: -

1. Maintain ISO documents pertaining to ISO9001-2015 and bring awareness among employees.
2. In Co-Ordination with production manager implement and assure that all manufacturing processes are being followed according to process Flow in relevant Departments.
3. Make internal audit calendar and arrange internal audits in the company.
4. Maintain records of Non-Conformity (NC) raised during internal audits and close the same with corrective actions.
5. Co-ordinate with external agency during surveillance audits and certification audits.
6. Record improvements done by management and display the same in ISO documents.
7. Ensure and monitor supervisors and monitors/HODs are maintaining records of quality formats and quality procedures.
8. Ensure that ISO file of every department is maintained with proper documents.
9. Should maintain records of training calendar and arrange training for staff and workers focusing on training needs.
10. Should be computer literate, command on English and should make PPT of improvements.
11. Should maintain records of obsolete documents and remain in touch with all HODs.
12. Responsible for all safety banners in relevant departments and display quality procedures in all productive departments.
13. Carry Out internal audit as per audit plan and schedule.
14. Able to maintain the record of controlled drawings.
15. Able to read the drawing.
16. Should have experience in approving the Vendor.

NOTE: -

- Contact Person: - Darel Pereira (HR)
- Email Address: - hr@rexnordindia.com
- Mobile No: - 9730895251
- For Product details see Company web site: - www.rexnordindia.com
- Working Location: - Rexnord Electronics & Controls Ltd.

Sagpada, Opp. Sagar Hotel, Kaman-Bhiwandi Road, Vasai (E), Dist- Palghar.

Handwritten signature and date:
22.12.18

DOCUMENTS REQUIRED:- At the time of Interview.

- Bio Data
- Educational Certificates
- Experience Certificates
- Latest Photograph
- Salary Expectations
- Reason for the leaving present job
- Location of Residence