

## Position Description

**Position:** Quality Assurance Manager  
**Department:** Quality  
**Reports to:** Director of Manufacturing  
**Direct Reports:** None

### Position purpose:

To develop and maintain the Environmental Management System for compliance to ISO 14001:2015 and the Quality Management System to comply with multiple Quality Certifications.

### Key responsibilities:

- Develop new inspection methods, sampling and test procedures
- Liaise with production management on all major aspects of quality control
- Ensure regular reporting of quality control to persons and departments concerned
- Keep up to date on new methods, applications and standards
- Foster a quality-orientated environment among staff
- Promote quality consciousness within Enatel
- Maintain documentation and processes to comply with requirements of ISO9001 and ISO14001
- Organise and execute audits based on the QMS and EMS and correct non-conformances
- Train staff with environmental management tasks and responsibilities
- Assist with ISO 45001

### Required Skills:

- Ability to plan and self-manage workload and work independently
- Excellent written and oral communication
- High level of competency with Microsoft Office (Email, Word, Excel & PowerPoint)
- Lead and contribute to project teams
- Extensive QC experience – preferably in a manufacturing environment

### Qualifications & Experience:

- Qualification and experience in the implementation of Environmental Management Systems.
- Qualification and experience in the implementation of Quality Management Systems.
- Internal auditor training

### Training:

The successful applicant will be given induction training into Enatel and on the job training for internal processes but is expected to execute key deliverables without further training.

### Other duties:

- Upholds the company values.
- Perform any other tasks as required by your Team Leader and/or the business.
- Contributes to the achievements of department goals and objectives.

### Health & Safety:

- Ensuring all Health & Safety policies and rules are followed, with all tasks completed in a safety conscious manner.



- Maintaining a safe and clean working environment by complying with Enatel Policy and Procedures.
- Leads by example in all matters relating to Health & Safety.

## Environmental:

Enatel is committed to minimising the environmental impact of our operations and products.

- Ensuring Environmental policies and processes are followed.

## Key Relationships:

| Internal  | External   |
|---|--|
| <ul style="list-style-type: none"> <li>• All staff with Environmental responsibilities</li> </ul>               | <ul style="list-style-type: none"> <li>• To be determined. There may be some communication with regulatory authorities.</li> </ul> |
| <ul style="list-style-type: none"> <li>• All staff within the scope of the Quality Management System</li> </ul> | <ul style="list-style-type: none"> <li>• Certification authorities</li> </ul>  |
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## Person Specification:

|              | Essential  | Desirable |
|--------------|--|-----------|
| Competencies | <ul style="list-style-type: none"> <li>• <b>Business Acumen</b> – Knows how businesses work. Is knowledgeable in current and possible future policies, practices, trends, technology, and information affecting his/her business and organisation.</li> <li>• <b>Action oriented</b> - enjoys working hard and is full of energy for the things he/she sees as challenging.</li> <li>• <b>Motivating Others</b> – Creates a climate in which people want to do their best. Is someone people like working for and with.</li> <li>• <b>Customer Focus</b> – Is dedicated to meeting the expectations and requirements of internal and external customers. Establishes and maintains effective relationships with customers and gains their trust and respect.</li> <li>• <b>Organising and Planning</b> - uses resources effectively and efficiently. Accurately scopes out length and difficulty of tasks and projects. Sets objectives and goals.</li> <li>• <b>Process Management</b> – good at figuring out the processes necessary to get things done. Can simplify complex processes.</li> <li>• <b>Integrity and Trust</b> – is seen as a direct, truthful individual; is widely trusted.</li> <li>• <b>Ethics &amp; Values</b> - Has an appropriate and effective set of core values and beliefs, and acts in line with those values at all times.</li> <li>• <b>Functional/Technical Skills</b> - has the functional and technical knowledge and skills to do the job at a high level of accomplishment.</li> <li>• <b>Process Management</b> – good at figuring out the processes necessary to get things done. Can simplify complex processes.</li> <li>• <b>Learning Agility</b> - the ability to learn quickly in a new environment.</li> <li>• <b>Problem Solving</b> – looks for opportunities to resolve issues and solve problems. Learns quickly when facing new problems.</li> </ul> |           |

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|--|--|---|
| <p><b>Skills, Experience &amp; Knowledge</b></p> | <ul style="list-style-type: none"> <li>• Excellent communication and organisation skills</li> <li>• Results driven</li> <li>• Ability to motivate and influence to achieve results</li> <li>• A common-sense approach to problem solving.</li> <li>• Event and Tradeshow planning, coordination and delivery</li> <li>• Sound writing proficiency</li> <li>• Inbound marketing</li> <li>• Social media savvy</li> <li>• Knowledge in website development, SEO and analytics</li> <li>• Strong analytical skills to quickly interpret results and draw valid conclusions</li> <li>• Experience with Analytics &amp; Marketing Automation tools</li> <li>• Marketing reporting and scorecard metrics.</li> </ul> | <ul style="list-style-type: none"> <li>• Leadership</li> <li>• Familiar with different cultures and international market requirements for conducting business</li> <li>• Technical/Electronics knowledge</li> <li>• Graphic design – InDesign, Illustrator &amp; Dreamweaver</li> </ul> |
| <p><b>Qualification / Licenses</b></p>           | <ul style="list-style-type: none"> <li>• Tertiary marketing qualification</li> </ul>   |   |