

Job Description

Role: Quality Documentation Specialist & Production Planning

Area: Quality / Operations / Production

Reports to: Production Manager / Operations Director

Job Summary

The candidate will be primarily responsible for production planning, interfacing with the Production Manager, Project Manager, and Purchasing Department. They will refer to the Operations Director should the aforementioned functions be unable to provide exhaustive solutions. The main objective is monitoring the release of materials to suppliers and ensuring their timely arrival in line with production needs. Daily consultation with the Production Manager will be required to optimize production organization and anticipate future requirements, ensuring proactive planning of both materials and resources.

Additional Activities:

1. Quality Management: Working alongside the Warehouse Manager and Purchasing Department to manage non-conformities and subsequent corrective actions, with the goal of restoring the company's Quality Management System.
2. Technical Documentation: Collaborating with the Technical and Purchasing Departments to ensure suppliers provide all necessary documentation for purchased machinery (manuals, CE certifications, spare parts lists, etc.). The resource will also coordinate with external firms to compile project documentation through to final delivery to the client.

Key Responsibilities

Quality & Documentation Management:

- Management and updating of Quality System documentation (procedures, operating instructions, forms).
- Control and archiving of technical and production documentation.
- Support in managing non-conformities and corrective actions.
- Assistance in preparing for internal audits and potential certification audits.
- Monitoring and updating document revisions.
- Support in maintaining corporate certifications (e.g., ISO).

Production Planning:

- Support in planning production activities based on customer orders and production capacity.
- Monitoring production progress.
- Coordination with Production, Purchasing, and Warehouse to ensure material availability and adherence to timelines.
- Updating production plans and managing priorities.

Requirements

Education:

- Technical Diploma or Degree (Management Engineering, Industrial Engineering, Economics, or similar).

Skills & Competencies:

- Solid understanding of production processes.
- Basic knowledge of Quality Management Systems (e.g., ISO 9001).
- Strong organizational and document management skills.
- Proficiency in Excel and standard IT tools.
- Experience with ERP or production planning software is preferred (the company currently utilizes IBM AS/400).

Experience:

- Previous experience in similar roles (Quality, Production Planning, or Technical Documentation Management).

Notes

This role requires a proactive approach and the ability to act as a bridge between different departments to ensure operational efficiency and regulatory compliance.