



نخيل العالية  
NAKHEEL ALYA

## ***JOB DESCRIPTION***

### **POSITION**

**Job Title:** Quality  
**Direct Manager Job Title:** plant manager  
**BU:** Nakheel AL Alya factory  
**Location:** Madinah

### **PRINCIPLE ACCOUNTABILITIES (1-10)**

- Plan, execute, and oversee inspection and testing of incoming and outgoing product to confirm quality conformance to specifications and quality deliverables
- Assist operations and local quality function in tracking, documenting, and reporting quality levels
- Analyse and investigate product complaints or reported quality issues to ensure closure in accordance with company guidelines and external regulatory requirements
- Monitor risk-management procedures, and maintain and analyse problem logs to identify and report recurring issues to management and product development
- Preparing and implementing quality policies and procedures.
- Performing routine inspections and quality tests.
- Identifying and resolving workflow and production issues.
- Ensuring that standards and safety regulations are observed.
- Addressing and discussing issues and proposed solutions with superiors.
- Documenting quality assurance activities and creating audit reports.
- Making recommendations for improvement.

- Creating training materials and operating manuals.

### **REQUIRED KNOWLEDGE, QUALIFICATIONS & EXPERIENCE**

- Bachelor's degree
- Professional certification
- Knowledge of quality assurance terminology, methods, and tools
- Analytical, problem-solving, and decision-making skills
- Previous experience in quality assurance or a similar field.
- Good communication skills, both verbal and written.
- Excellent data collection and analysis skills.
- Strong attention to details

**Job Holder Name:**

**LM Name:**

**Signature:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_