



Quality assurance coordinator

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EFKON BELGIUM BVBA

Dienstleistungen/Servicebetriebe | Zaventem | Job-ID: req24698

Ihre Aufgaben

Quality assurance:

- Make necessary client maintenance reporting: Weekly, Monthly, Quarterly
- Quality checks on Work Cards for all enforcement systems
- In the field quality checks and internal audits: Check visual state of all enforcement systems (XRSEs) and quality of maintenance work
- Use of correct procedures
- Follow-up of safety rules
- Manages the continuous improvement process, with focus on KPI achievement and improvement
- Follow up of Helpdesk tickets and the related work cards for all enforcement systems
- Make internal procedures, guidelines and/or manuals.
- Develop and improve EFKON's quality system (e.g. ISO)

Stock management:

- Forecast and follow-up minimum and maximum levels of parts
- Managing of EFKON's RMA process
- Assist the other maintenance and operation (M&O) coordinators and manager in complementary tasks.

Ihre Voraussetzungen

- Electromechanical Bachelor or equal by experience.
- Minimum 3 years work experience in an administrative function.
- Very good knowledge of Excel.
- Good verbal and written knowledge of English and at least one of the local used languages French or Dutch.
- Good knowledge of Microsoft Office programs as Word, Excel and PowerPoint.
- Good communication skills.
- Structured and accurate work behaviour.
- Able to make procedures and/or manuals concerning technical maintenance.
- Driving Licence "B".
- Homebase located at Zaventem.

Wir bieten

A challenging position in a growing company, the possibility to further develop and a market-based salary with fringe benefits.

Ihr Kontakt

Crombez Pamela, Leuvensesteenweg 542 , 1930 ZAVENTEM , Tel. 02 720 05 58, www.strabag.be