

QUALITY ASSURANCE OFFICER

- Full time position
- Belmont location
- Progressive culture with scope for career development

Pindan Asset Management is seeking the services of an experienced and enthusiastic Quality Assurance Officer to join our team in Belmont working on the Department of Housing Maintenance Works and Services project.

To be successful for this role, applicants will be required to have the following:

- 3+ year's previous construction/maintenance experience in Quality Assurance
- Experience using computerised Maintenance Work Order Management Systems or ERP Systems
- Excellent computer skills, sound knowledge of MS Office essential and working knowledge of IFS is desirable
- Demonstrated competency in Safety & Health Management, with a good concept and knowledge of Audits, NCR's and corrective actions
- Strong organisational skills with the ability to prioritise tasks and take initiative and work autonomously
- Strong written and verbal communication skills
- Hold a valid WA Drivers Licence
- Be able to provide a satisfactory Australian Federal Police Clearance prior to commencement

If you meet the above requirements and would like to work in a friendly and supportive environment then please click [Apply Now](#).

QUALITY ASSURANCE OFFICER

DEPARTMENT: Pindan Asset Management

POSITION TITLE: Quality Assurance Officer

THIS POSITION REPORTS TO: Quality Manager

DIRECT REPORTS: N/A

POSITION SUMMARY: The key accountability of this position is to assure quality against maintenance works performed by Pindan Asset Management as part of our commitment to excellence in Health Safety Environment & Quality to our customers through conducting target desktop audits. You will be a team player to help drive consistent quality outcomes that maximise Pindan reputation and financial outcomes by working closely with our regional branches, identifying opportunities for continuous improvement.

ESSENTIAL QUALIFICATIONS, EXPERIENCE, COMPETENCIES:

Qualifications:

- Relevant Quality, Safety & Health Management

Experience:

- 3+ year's previous construction/maintenance experience in Quality Assurance
- Experience using computerised Maintenance Work Order Management Systems or ERP Systems
- Demonstrated competency in Safety & Health Management, with a good concept and knowledge of Audits, NCR's and corrective actions

Skills:

- Excellent computer skills, sound knowledge of MS Office essential and working knowledge of IFS is desirable
- Strong organisational skills with the ability to prioritise tasks and take initiative and work autonomously
- Strong written and verbal communication skills

MAIN ACTIVITIES OF THIS POSITION:

Activities	Description of activities and responsibilities
Principal Accountabilities	<ul style="list-style-type: none"> ■ Conduct target desktop audits to: <ul style="list-style-type: none"> ● Ensure compliance to internal work order management process ● Ensure compliance to variations approval process ● Ensure required compliance documentations are fulfilled ● Identify targets audits and plan audit schedules according to risk level ● Identify any non-conformance to project specific work order management flow ● Identify and report known non conformances with the relevant contract suite of documents ie: tech spec ● Raise Non Conformance Reports ● Generate reports from Work order management to undertake data and trend analysis ● Meet KPIs for internal desktop audits and reporting ● Carry out site audits ● Other QA / QC related responsibilities ■ Understand and remain compliant with Pindan Asset Management systems and procedures, enhancing these where applicable ■ Understand and ensure the company and employees remain compliance with relevant statutory obligations by owning this outcome ■ Ensure sub-contractors compliance with statutory obligations as far as practicable ■ Communicate to staff through appropriate mediums regarding reporting requirements ■ Foster continuous improvement across all trade groups ■ Develop and maintain an internal audit regime and activities that supports a fully compliant business and workforce

EMPLOYEE:

Name: _____ Signature: _____ Date: _____

MANAGER:

Name: _____ Signature: _____ Date: _____