



Job responsibilities

- Active and supportive quality assurance.
- Responsible for the document control system (internal/external), part of the QMS in accordance with corporate, local and customer requirements.
- Ensures compliance with customer and Quality System requirements and is the interface to Corporate Quality Management.
- Coordinates, maintains, develops, and improves the quality management system, according to established standards, corporate policies and procedures and customer requirements.
- Carries out system, in process and supplier audits and follows up on the findings by driving the definition of containment, corrective and preventive actions up to their effective implementation.
- Runs the corrective and preventive action (CAPA) process and assists functional areas methodically and content-wise.
- Active participations in the process of creating procedures and instructions.
- Prepares and accompanies external audits: certification, supervisory, customer.
- Risk analysis, risk-based approach.
- Takes part in Supplier evaluation process and conducts supplier visits and audits to ensure quality of purchased goods and delivered services.
- Quality and in-process inspection, creating records, collecting data followed by their analysis and evaluation up to concluding required actions.
- Key person in project teams to ensure a successful launch of new products.
- Internal quality trainer.

Job requirements

- A university degree or relevant working experience in production company.
- Knowledge and experience to apply ISO 9001, is a must.
- Independent, pro-active, and positive minded.
- Strong communication and organizational skills.
- Good working level in English language.
- Considered very strong advantage - knowledge in 8D processes, Problem solving, Risk management methodology.

Contact

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