

JOB DESCRIPTIONS

BUILDING TRUST



Job Title: QC Supervisor	Department: QC/ R&D
<p>SIKA is a multinational company, with head office in Switzerland. 25,000 employees over 300 factories worldwide. A major partner for all contractors and developers in Cambodia established in Cambodia for 19 years. SIKA manufactures and distributes a large range of construction materials: concrete admixtures, waterproofing, sealing and bonding, flooring, roofing, structural strengthening, we are the leader worldwide.</p>	

Location	SIKA Phnom-Penh Factory, Cambodia
Reporting To	Operation Manager
Overall responsibility:	To supervise and responsible for raw materials, finished goods quality control, process sewage quality, research and product development, systematization of overall plant quality control.
Specific duties:	<ul style="list-style-type: none"> • To ensure the production process follow standard and do inspection for product development and conduct routine/periodic inspection in order to keep the quality in accordance with company's standard. • To supervises the activities of the laboratory and performs standard chemical tests in all areas of the laboratory to assure that product produced is accurate and meet company standard and always using proper safety precautions. • To identify Finished goods or Raw material that fails to conform to specification and make actions for that items. • Applies knowledge of good manufacturing practices and good laboratory practices on a daily basis. • To ensure each test method/instruction of quality control is initiated and followed. • To supervise quality control activity for raw materials, intermediate and finished products on daily basis. • To maintain, calibration, and validation of instruments and equipment, investigation and resolution, deviation response and resolution of quality issues. • Understand, comply with, and implement the policies of Quality, Safety, Health and Environment. • To keep confidential company's business information and documentation. • To participate in internal and external quality audits, as directed by management. • To monitor the quality control process and conduct routine/ periodic inspection in order to keep the quality in accordance with company's standards (QC Specification). • To assist technicians with troubleshooting of processes. • To ensure all technicians working in the laboratory using appropriate Personnel Protective Equipment. • Ensure that all ISO 9001 and ISO 14001 procedures are followed. • To perform other duties assigned by Operation Manager
Minimum Requirement	<ul style="list-style-type: none"> • Education: University graduate in Chemist • Experience: 2-3 years' experience in QC Laboratory • Good spoken and written English. • Fluency in computers skills (Microsoft Office). • Hard-working, highly reliable, smart and interpersonal skills.

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