



EXECUTIVE QUALITY ASSURANCE



THE JOB

- Collect relevant evidence for local & international audits
- Maintain documentation for each audit process and monitoring the evidence
- Collect data and inform the quality management committee about the deviations from the quality standards set out
- Understand all activities of the quality management processes of the institute and be the custodian of the documentation processes
- Guide related stakeholders to achieve quality objectives in the organization
- Prepare and execute monthly, quarterly & annual quality activities with quality management team in the organization
- Handle the feedback and peer review process with the support of the academic staff and academic administrative staff of the institute

THE PERSON

- A bachelor's degree in administration, quality management or equivalent professional qualification in quality management from a recognized institute
- Minimum 02 years of experience in handling quality management aspects will be an added advantage
- Ability to work with cross functional teams & conduct audits
- Should have strong analytical skills together with good interpersonal, communication skills

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