

Inventory & Quality Control Officer

We are on the hunt for a like-minded individual to join the Production Team as an Inventory & Quality Control Officer.

The opportunity

As ENTTEC's new Inventory and Quality Control Officer, you will maintain all aspects of stock including operation of VLM and receiving incoming goods while completing quality control inspections and reporting any issues with the Team Leader, procurement department and finance officer while maintaining high standards of quality and following procedures.

What you'll do

Reporting to the Production Team Leader, you will be responsible for:

- Receiving incoming goods and running QC inspections.
- Liaise / coordinate with the Accounts and Purchasing with respect to the delivery.
- Coordinate with different departments on queries/requests for parts related to production, prototypes and RMAs.
- Picking kits for production team, replacing and actioning faulty items.
- Inventory assessments – parts monitoring and management including stocktake.
- Inform different departments of any stock inconsistencies.
- Quarantine parts when action is necessary in accordance with SOP.
- Liaise with suppliers over any discrepancies found.
- Provide assistance with manufacturing of products when required.

Quality Assurance

- Check/Inspect incoming parts/products as per requirements.
- Initiate RootCause Analysis for any issues found (Production/Suppliers), advise relevant stakeholders (internal and external) and follow up issue close-off.
- Facilitate and implement 5S and other lean activities in Production.
- Maintain CAR/NCR/CAPA registers, tool/ equipment registers and other relevant database.
- Check and ensure tools/equipment used for Production are calibrated.
- Assist Production Team Leader – Quality Officer to conduct regular internal audit.
- Provide monthly Supplier Performance Rating report.
- Prepare manufacturing orders and stock orders.
- Operate CNC machine/ Saw machine as required.

What you can bring

- Incoming/receiving goods experience.
- Forklift license.
- Experience in an electronics environment.
- Preferable experience in a manufacturing.
- Stock hand experience.
- Preferable CAR, NCR and CAPA database experience.
- Strong communication and computer skills.

Nice to have

- Able to multitask.
- Be able to understand technical manufacturing instructions and drawings.
- Understand printed designs.
- Attention to details.
- Driven with a 'can do' attitude.
- Can work unsupervised and under pressure.

Culture and Perks

- Working environment that is designed to be diverse and engaging.
- A culture of experimentation and creative freedom.
- A full- time permanent role, starting ASAP.
- Knowledge sharing and cross-training when possible.
- Working with amazing people.
- Not two days will be the same.
- Be part of a team who care and support one another.

Our Values

- Be ahead of the curve.
- Be proactive and seek solutions.
- Always innovate and improve.
- Commit to excellence in everything we do.
- Demonstrate an inclusive environment that embraces differences.

This is your chance to work in a creative and high-achieving team. If you believe you have what it takes, then we'd love to hear from you. Email jobs@enttec.com or click on "apply now". Attach your application (cover letter and CV), telling us why you would be perfect for this role.

APPLY NOW