

# WE'RE HIRING!

**Job Title:** Quality Administrator

**Reporting To:** Operations Manager

MMS is a newly established company specialised in prefabrication, off-site construction & Modular Solutions. Our speciality includes production of Power Pods, Cleanroom Pods, Mechanical Pods and Data Centre Pods. The modular prefabrication concept employed by MMS can be applied to significant building projects including hospitals, Data Centres, schools, colleges, hotels, office developments and residential buildings.

## **Job Tasks, Duties and Responsibilities:**

- Coordinate all quality related correspondence with clients' representatives, action and close out customer complaints.
- Define quality procedures in conjunction with personnel and ensure all procedures and quality checks are being followed and introduce new procedures if and when required.
- Keep track of all employee training and certs.
- Monitor and progress the effectiveness of the project quality management system and recommend and implement improvements when required.
- Keep track of all plant inspections, ensure monthly checks are completed and documented.
- Verify Sub-contractor and supplier quality requirements and manage documentation submittals.
- Perform all internal and external audits on behalf of the company's management.

## **Qualifications, Experience & Competencies:**

- 2+ years experience in an administration role.
- Good working knowledge of ISO9001:2015 compliance and maintenance.
- Knowledge of formal quality system audits and requirements.
- Ability to delegate tasks or projects to individuals' skills, knowledge and abilities.
- Ability to develop organisational talents, skills and competencies within the team.
- Ability to empower individuals and teams to drive Quality Management activities.
- Ability to manage by identifying opportunities for improvement and implement continuous improvement actions.

Interested candidates, please send a Cover Letter and up-to-date CV to: [careers@mmsoffsiteconstruction.com](mailto:careers@mmsoffsiteconstruction.com)  
Closing date for applications is Friday 3rd December 2021 @ 5pm.

For more information visit our website:  
[www.mmsoffsiteconstruction.com](http://www.mmsoffsiteconstruction.com)

Mechanical Modular Solutions is an Equal Opportunity Employer



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