

Turkey Jobs Expertini®

Quality Assistant

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Company: Intertek

Location: Turkey

Category: other-general

Quality Assistant

QUALIFICATIONS AND JOB DESCRIPTION

Working at Intertek means joining a global network of state-of-the-art facilities and passionate people who deliver superior customer service. Our entrepreneurial spirit is the key to bringing quality and safety to life, helping our customers power ahead. A career with Intertek means you will be applying your skills and expertise toward ensuring the quality and safety of products and services used by millions throughout the world. We are a leading provider of ATIC (Assurance, Testing, Inspection and Certification) Services with over 43,800 people across 1,000 locations in over 100 countries.

Our vision is to become the world's most trusted partner for Quality Assurance and we offer people the chance to make an impact with attractive growth opportunities on a global scale.

We are looking for a **Quality Assistant** in our Head Office located in İstanbul, Yenibosna with the following qualifications.

Vocational School or University graduate

To be trained about Quality Management System TS EN ISO 17025

Responsible, with advanced work follow-up and planning skills

Successful in human relations

High persuasiveness

Teamwork

Preferably English speaking

Proficient in Microsoft Office programs

Completed military service for male candidates

Residing on the European side of Istanbul

JOB DESCRIPTION

Distribution, publication, filing, stamping, withdrawal, etc. of quality documents created according to TS EN ISO 17025/IEC standard in return for signature

Preparation and revision of draft documents

Ensuring that document checklists are up to date

Tracking withdrawn documents and processing withdrawal information on forms

Conducting standard research and procurement. To follow the update of the standard from the standard list and to inform the relevant departments about the revised standards

Keeping laboratory equipment and calibration lists up to date on the server and ensuring that they are published on the intranet

Saving current quality documents on intranet and server

According to the date intervals in the standard and manual checklist, to follow the manual update from customer websites and to ensure that the documents with changes are distributed to the relevant departments as controlled copies

Being responsible for uploading customer manuals to the system.

WHO ARE WE!

We are a global family that values diversity.

We always do the right thing. With precision, pace and passion.

We trust each other and have fun winning together.

We own and shape our future.

We create sustainable growth. For All.

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