

JOB DESCRIPTION

JOB TITLE:	Technician
REPORTS TO:	Q. A. Manager
DEPARTMENT:	Calibration
DIVISION:	Quality Assurance / Calibration

JOB PURPOSE

Summarize in one sentence, why this job exists and what it contributes to the overall business of the organisation. Be specific, do not write a general statement which can also apply to other jobs in the organisation.

Maintain company Quality Assurance Systems and conduct internal audits to ensure the Company meets HOKLAS / HKIAS requirements.

MAIN RESPONSIBILITIES

General summary of major areas of activities and responsibilities. This is not a list of exclusive duties but a sampling of day-to-day actions.

- Perform wide range of equipment calibration such as electrical, dimension, pressure, temperature, etc.
- Prepare report, evaluate and ensure accuracy result to customer.

KEY ACCOUNTABILITIES

All jobs are accountable for producing a range of outputs or end-results (usually between 4 to 8 end results). For each of the main end-results in your job, please state the Expected End Result (what needs to be achieved); the major activities carried out to achieve the end results (what needs to be done to achieve this results).

KEY RESULT AREAS (KRA)

1. Present a good corporate image externally to gain customer trust
2. Maintain all required documents in the quality system
3. Develop, assess, fix and improve quality system processes to keep those processes both effective and efficient
4. Focus on achieving compliance to new or changed requirements, solving problems that can result in quality failures and identifying ways to work more efficiently

MAJOR CHALLENGES

Describe the major challenges faced in carrying out this job; also outline what is done to overcome them.

Seeking cooperation from the other departments for auditing purposes and checking their competencies. This can be overcome by ensuring that monthly quality meetings take place and supporting each department to follow the audit plan.

ORGANISATION CHART

Please complete the organisation chart below. The organisation chart should show the relationship between jobholder's job, immediate superior, peers (reports to the same superior) and subordinates.



For the full corporate organisation chart, please refer to our company website.

JOBHOLDER REQUIREMENTS

Identify the requirements necessary for MINIMUM PROFICIENCY on the job.

Educational requirements:	High Certificate or above / Basic knowledge in electronics
Years of experience:	1 year relevant working experience preferred, but fresh graduates are also considered
Language Skills:	Fluent in Chinese and English
Computer Skills:	Proficient in MS Office
Other:	Knowledge in ISO17025 / ISO9001 is an advantage

KEY COMPETENCIES

Do not list more than 15 competencies for this position.

1. Pays attention to detail, precision and accuracy
2. Strong analytical skills
3. Mindful of timeframes
4. Good initiation and able to work under pressure
5. Strong co-ordination and inter-personal skills

OTHER INFORMATION
