

JOB DESCRIPTION	
Position Title	QA Assistant
Reports To	Senior Engineer - QA
Department	QA
Qualification	ITC/ITI , Diploma, Btech in Mechanical/Electrical
Experience	1- 2 Years
Primary Duties	Checking the material as per the relevant quality plan and work instruction * Checking the purchase order *Entering the item in GRN *Prepare the rejection report *Inspect the material at the supplier end if it is required *Timely communication to the purchase about the rejection
	Prepare the scrap report, incoming rejection report, in process rejection report *Check the rejection material from other departments *Check the return items to store and return entry * Recall the rejected items from stores
	Confirm the CAR/PAR implementation
	Involving Vehicle testing and Battery testing if it is required
	Maintenances of Jigs and testing accessories
	Daily output tracker Preparation
	Involve 5S activities
	Maintenance of jigs and Testing table
Skills Required	Reporting Skill
	Communication skill
	Computer Awareness
	Proficiency in ERP Software
Email ID	jobs@hykonindia.com
Contact	85930 75050

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