

Document Control Specialist - Quality Assurance	
Position	Document Control Specialist - Quality Assurance
Purpose	Assist and Support the Tasks within the Quality Department
Location	Maxxis Sanand Plant
Background Information	
Education	Bachelor of Arts or Business Studies
License	NA
Work Experience	0 - 2 Years
Language Ability	English, Hindi, Gujarati
Job Description	
<p>1. Record Form Modification and Release Management. 2. External Document Release Management. 3. Corporation Procedures and Record Forms.</p>	
Skills	
<p>1. Good Knowledge of ISO - 9001 & TS - 16949 Quality Management System 2. Understanding of Rubber Industries' Regulation Compliance</p>	
Ability	
<p>1. Attention to Detail 2. Good Communicator 3. Basic Computer Knowledge</p>	