

<b>Title:</b> Job Description Form	<b>Spec No.</b> HRD-001FR1	<b>Rev.</b> 0
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Job Position : Line QA Engineer ( from level 1- Sr)

Reporting To : QA Section Head

Overall Description of Job : The QA engineer is responsible for ensuring the right quality of the raw materials, in-process product and finished goods are defined and carried out. This is achieved through IQA, IPQA and OQA.

Responsibilities & Duties :

1. Establish and Maintains effective methods of ensuring the quality of the raw materials, in-process products and finished products.
2. Writes up standard operating procedures, work instructions and other relevant documents to ensure the quality and consistency of the process and products.
3. Maintains and analyze data of quality records and address accordingly with manufacturing and engineering when there is an abnormality.
4. Drive the improvements in his/her area of responsibilities.
5. Ensures compliance of his/her area of responsibility to company policies and quality management system.
6. Conducts trainings to her subordinates and measures their performances.
7. Provides guidance and coaching to her subordinates to achieve their targets.
8. Defines his/her subordinates work schedules and ensures the necessary amount of manpower is available whenever the operations require.
9. Performs related duties assigned.

Authority : Yes

**JOB SPECIFICATION** : QA Engineer

Age range (desired) : 23-45 years old

Gender preference : none

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(desired)

Minimum core qualifications : Degree in any Engineering or Science field

Added related knowledge/  
Qualifications (desired) : 7QC tools, SPC, 8D, FMEA

Types of core skills (Adv/Skilled/Semi-skilled etc) : DOE, Lean Manufacturing

Additional skills (desired) : Effective Presentation skills

Relevant work experience & Exposure (core) : **At least 2 years experience in Semiconductor Packaging/assembly – Front of line is a must**

Type of leadership traits (\*core/desired) : Self driven

Personality profile (desired) : Active teamplayer

Computer literacy (desired) : Power point, excel, Word

Language proficiency (desired) : English

Any other requirements (desired) : none

Approved By :

Date :

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