

Datacentrix Holdings Limited
Incorporated in the Republic of South Africa
(Registration number: 1998/006413/06)
Share code: DCT
ISIN: ZAE000016051
("Datacentrix")

Careers @ Datacentrix

Job Title: Quality Systems Specialist

Location: Samrand, Gauteng

Administration of the Quality management system ensuring compliance to ISO9001. Input into Environmental and OHS. Create and control documentation, records, action items, audits, meetings, reviews, reports, non-conformances, risks, and objectives.

Primary Role Accountabilities:

- **Core**
 - As per ISO 9001-2015:
 - Quality Document management and control (creating, updating, releasing),
 - Managing Internal Audits
 - Awareness campaigns
 - Training and Inductions
 - EXCO, SHEQ monthly and Business Management Review Reports
- **Support**
 - Management of Non-conformances and Opportunity for Improvements
 - Coordinating of Objectives and Risk Registers
 - External and Internal Audits
- **Critical**
 - Document Quality Control
 - SharePoint/Smartsheet management of documents
 - Training and awareness
 - Inductions
 - External Audit Opportunity for Improvements

Administration of all Quality Documents

- Drafting, checking, and collating of Policies, Processes and Procedures
- Designing awareness campaigns
- Compliments and Complaints
- Coordinating Tender Responses
- Drafting of Newsflashes and Newsletters

Audit Management

- Planning and collating of audit schedule
- Coordinating Audit sign off and driving of implementation of corrective and preventative actions
- Training and upskill of Process Owners to audit

Document Management

- Managing structure and upload of SharePoint
- Recording best business practice of Control of Documents and Records

Quality Monitoring and control management

- Engaging with Management and Process owners ensuring participation
- Coordinating Customer Satisfaction Survey calls and requesting results
- Collating Training sessions & Awareness campaigns
- Managing Non-Conformances to closure, updating all actions and index
- Training of new staff at Induction

Reporting – coordination and analysis of all SHEQ reports

- Collating all reporting for Exco
- Organizing all reporting for SHEQ monthly meetings
- Complying to Management Review presentation

Critical Requirements - Skills, Experience & Qualifications:

- Matric \ Grade 12 (Compulsory)
- ISO9001:2015 awareness and implementation
- MS Office
- SharePoint administration
- Exposure to management of Quality Management Systems
- Training and presentation to all levels within an organization
- ISO 9001-2015 experience would be advantageous
- High level of communication skills (Email, Telephonic and Interpersonal)
- High level of English grammar, spelling and punctuation skills
- Proficient in Microsoft Office (Word, Excel, Power Point, Visio, and Outlook)
- Ability to plan, coordinate and execute within timeframes
- Ability to work independently and within a team environment
- ISO 9001-2015
- Document writing
- Auditing

Additional:

- Please note that further checks will be conducted once the candidates are shortlisted (i.e. credit check; SA fraud check; ID verification; academic verification; criminal check).
- Please ensure you provide an updated CV and updated certified qualifications including a
- certified copy of your ID.

Datacentrix is an equal opportunity employer and in filling this vacant position, preference will be given to candidates from Previously Disadvantaged Backgrounds in terms of the Employment Equity Act and practice

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