

*Open Position* : **Quality Management Assistant**

*SERIS Department* : Administration

*Essential Requirements:*

- University graduate or Diploma holder with 2 years experience in engineering / management
- Good analytical skills

*Desirable Requirements:*

- Knowledge / experience with Quality management principles

*Job Scope:*

- Setting up and maintaining controls and documentation procedures
- Defining quality procedures in conjunction with operating staff
- Monitoring performance by gathering relevant data and producing statistical reports
- Liaising with external consultants, auditors and standards bodies relating to quality improvement efforts
- Liaising with suppliers and customers on quality improvement areas
- Writing and presenting reports, budgets and proposals to SERIS staff and management
- Assist in addressing audit findings and follow up the corrective action and preventive action for complete closure

**Application Deadline: 31 March 2010**

Interested candidates should send their CV to:

Contact: Ms Janhawi Mhapankar  
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We regret only shortlisted candidates will be notified.

SERIS at National University of Singapore offers a stimulating environment in which we believe you can develop professionally and make valuable contributions. For more info on SERIS, please visit [www.seris.sg](http://www.seris.sg)