

JOB DESCRIPTION

Position Title	QA/QC Manager
Job Code	
Job Description Author	
Sector	International Airports
Business / Function	
Department / Sub Department	IT
Designation	Associate Manger
Job Responsibility Level	Associate Manger
Location	Crete, Greece
Date	01 Feb 2025

1. JOB PURPOSE

The QA/QC Manager is responsible for monitoring and ensuring high-quality standards in the project, inspecting delivered materials, work installations, testing procedures and processes, documentation during the project implementation and handover stage.

2. KEY ACCOUNTABILITIES

To ensure the successful delivery of the Crete Airport ICT project.

Key Accountabilities	Key Performance Indicators (KPIs)
QA/QC Management	<ul style="list-style-type: none"> • Manage and oversee project quality to ensure compliance with local codes, standards, regulations and equipment specifications. • Develop and implement risk-based inspection (RBI) activities and processes • Identify and develop solutions to correct inspection function deficiencies. • Devise procedures to inspect and report quality issues • Monitor all operations that affect quality • Ability to ensure correct codes, standards, job specifications, project procedures are properly identified, correctly specified in detail, and met. • Report all defects immediately to ensure immediate action • Facilitate proactive solutions by collecting and analyzing quality data • Keep records of quality reports, statistical reviews and relevant documentation



Stakeholder Management	<ul style="list-style-type: none"> ▪ Coordinate and collaborate with all the sub-contractors to ensure high quality project delivery ▪ Collaborate with other departments to create coordinated plans for business growth ▪ Coordinate and conduct all the tests as per local standards and codes to meet project requirements.
Ensure Quality, Maintaining Technical Standards	<ul style="list-style-type: none"> ▪ Ensure material meet legal requirements and standards ▪ Managing the Quality of materials and workmanship. ▪ Inspection of equipment, systems and materials on arrival at site and verification of quantities. ▪ Routine quality checks and quantity verification. ▪ Documentation management at all stages including all the delivered materials, site installations works, testing and commissioning works and handover phase.

3. INTERACTIONS

External - Clients & IE, sub-contractors, Airport external stakeholders and Authorities	Internal - Management, Employees and partners
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4. SKILLS AND KNOWLEDGE

Educational Qualifications

Bachelor's degree

Relevant and total years of Experience

- ☐ Minimum 8 years of experience in executing projects and leading the quality department
- ☐ Thorough knowledge of methodologies of quality assurance and standards
- ☐ Proven experience as a quality assurance manager or relevant role
- ☐ Certification of quality control is an added advantage
- ☐ Excellent communication and interpersonal skills.
- ☐ Ability to work independently and as part of a team