

(()) IDEMIA

Quality and Security Lead 🖬 Exclusive job

Job Information

Hiring Company IDEMIA Japan K.K.

Subsidiary IDEMIA JAPAN

Job ID 1494694

Division

Industry Electronics, Semiconductor

Company Type Small/Medium Company (300 employees or less) - International Company

Non-Japanese Ratio About half Japanese

Job Type Permanent Full-time

Location Japan

Salary 5 million yen ~ 8.5 million yen

Salary Bonuses Bonuses included in indicated salary.

Refreshed April 23rd, 2025 03:00

General Requirements

Minimum Experience Level Over 3 years

Career Level Mid Career

Minimum English Level Daily Conversation

Minimum Japanese Level Native

Minimum Education Level Associate Degree/Diploma

Visa Status Permission to work in Japan required

Job Description

Quality :

• Quality tools, pfmea, VSM, Kazien etc.

- Oversee the quality assurance function.
- Formulate quality objective and prepare quality related budget.
- · Define and approve the structure of the company quality system.
- Assist in the definition and development of operating policies, processes, and procedures.
- Approve all quality documents prior to their distribution.
- · Review and approve the audit plan, select, and evaluate internal auditors.
- Supervise an eventual quality system certification project.
- Ensure the compliance of company processes to quality system requirements.
- · Report performance of the quality system to management for review and improvement
- Oversee the implementation of corrective/preventive actions.
- · Support functional managers as required in formulating related quality policies, procedures, and objectives.
- · Organize and promote companywide quality improvement efforts.
- · Analyze quality reports to determine areas of improvement and appropriate action plans.
- · Act as a liaison with external parties on matters relating to the quality system.
- Leads or participates in regular reviews (with a quality focus) with relevant departments and teams (local and global) to improve business performance and consolidate customer feedback.
- Ensures KPIs are established and monitored to meet the business targets.
- · Identifies opportunities to continually improve business performance supporting the continuous improvement efforts.
- Maintains accurate and relevant reporting or documentation as required to include inspection reports and
- documentations, central reports, customer reports, department reports, quality documents, templates and business presentations.
- Identifies and anticipates business risks.
- Manages through local register, host, lead or participation in audits from internal or external organizations in the delivery
 of successful scheme/customer accreditations (PCI, ISO9001, CQM etc)
- Ensures that suitable inspections, audit and control activity is carried out by all levels of management and supervision in the delivery of business performance through use of the audit register.
- · Manages the tracking and resolution of all relevant customer complaints and non-conformances.
- Supports the process owner in organizing cross-functional teams to investigate, identify root cause, implement and report on suitable corrective actions that will satisfy customer, third party or audit requirements.
- Communicates effectively with customer, suppliers and other stake holders including both internal as well as external bodies as required.
- Supports the business to ensure teams are appropriately trained, skilled and motivated to perform to a high standard of delivery in line with quality systems and processes.

Security :

General

- · Drives the Security performance within the site to ensure. satisfaction and adherence to the objectives defined.
- Promote and develop Security methods, tools and mindset within all departments.
- Champion an open Security culture within the site
- Ensure deployment and where necessary, customisation of documentation and teams in the application of IDEMIA
 policies and procedures
- Manage the Physical Security Systems (Access Control, CCTV and Intruder).
- · Monitor KPIs, propose action plans and drive their execution with appropriate reporting and follow-up.
- Organize and conducts Security training.
- · Responsible to report any significant change or issue to the Regional Security Officer
- · Maintain and improve the Security Management System in line with the security guidelines.
- Managing the site security guards and defining their roles and responsibilities.

Security Audits

- · Actively manages and leads the internal and external security audits.
- Establish and coordinate remediation action plan.
- · Supports departments for remediation action plan process (with the appropriate methodology)
- Ensure audit closure within required timeframe.

Security Certifications

- · Primary contact for site security regulators and auditors
- Accountable for site Security certifications
- Ensure ongoing compliance to physical security requirements.

Incident Management

- Responsible for managing Physical Security incidents through to closure.
- Ensure appropriate escalation and reporting within pre-determined timeframes.

Meetings

- · Chair of site Security Management Group (SMG) meeting
- Member of Site Management meeting
- Member of monthly Physical Security Town Hall.

Required Skills

Experience

- Bachelors Degree in Security, Quality or relevant field are desirable
- 6 years experience in Line Management, Quality, HSE, Security, Auditing, Risk Management, IT systems and Project Management.
- C Knowledge of Internationally recognized frameworks and systems such as ISO27001, ISO9001, ISO31001, ISO21500,
- Lean Six Sigma, 8D
- Experience working in a Corporate environment with a Matrix organization structure
- 4° Excellent Japanese and English language skills. French is a Plus.

Soft Skills

Ability to lead teams, under direct management or not

Strong interpersonal, negotiation and leadership skills
 Positive mindset
 Excellent communication and presentation skills both in Japanese and English.

Company Description