



# Quality and Security Lead 🔒 独占求人

## 募集職種

## 採用企業名

アイデミア・ジャパン株式会社

支社・支店

IDEMIA JAPAN

求人ID

1494694

部署名

IST\_PS

業種

電気・電子・半導体

会社の種類

中小企業 (従業員300名以下) - 外資系企業

外国人の割合

外国人 半数

## 雇用形態

正社員

#### 勤務地

日本

#### 給与

500万円~850万円

ボーナス

給与: ボーナス込み

更新日

2025年04月16日 10:00

応募必要条件

## 職務経験

3年以上

#### キャリアレベル

中途経験者レベル

英語レベル

日常会話レベル

日本語レベル

ネイティブ

#### 最終学歴

短大卒: 準学士号

現在のビザ

日本での就労許可が必要です

# 募集要項

## 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.

## スキル・資格

## 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.
- 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
- 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.

会社説明