

Quality and Security Lead 

## 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03月12日 03:00

## 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.

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## 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.
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会社説明