

Dear Job Aspirant,

We wish to connect with you for below position of

* Designation: Senior Associate
* Qualification: B.E. / B.Tech.
* Location: Pune
* Experience: 5-7 years

**Company Profile :**

Founded in 1999, Softdel (a UNIDEL company) connects devices, enterprises, and people. Our distinctiveness lies in simplifying enterprise connectedness in smart buildings and smart factories creating unprecedented benefits for our customers and their eco-systems. Headquartered in Stamford, CT, USA, with offices in Japan, and India, we deliver domain expertise and technology-driven solutions to help companies turn digital challenges into opportunities. Our two-decade-long product engineering experience of serving global leaders in the automation & controls industry has catapulted Softdel to an enviable position in the Industrial and Buildings IoT value chain.

For more information, visit [www.softdel.com](http://www.softdel.com). Follow on [LinkedIn](https://www.linkedin.com/company/softdel/) and [Twitter](https://twitter.com/softdelsystems?lang=en).

**JOB Description:**

**Roles and Responsibilities:**

* Conduct internal audits across projects to ensure adherence to defined processes and policies
* Conduct periodic quality reviews of project deliverables, documentation, and process artifacts.
* Maintain audit records, prepare audit reports, and follow up on non-conformities or improvement areas.
* Track and ensure timely closure of NCs (Non-Conformities), Observations, and CAPA items.
* Support teams in preparing for external customer or third-party audits.
* Monitor compliance to project quality plans, checklist usage, and review mechanisms.
* Collect and analyze project performance metrics (e.g., defect density, effort variance, schedule adherence, etc.).
* Identify trends and anomalies; share insights with management for action.
* Support the preparation of dashboards, review reports, and monthly quality status summaries.
* Assist in SoA reviews, Risk Assessments, and other QMS-related documentation.
* Identify process gaps or inefficiencies and recommend improvement initiatives.
* Assist in documenting new or updated processes, SOPs, templates, and guidelines.
* Facilitate team awareness on best practices and updated processes.
* Conduct training sessions on quality standards, processes, and best practices.
* Support awareness campaigns on process updates, audit preparedness, and compliance requirements.
* Act as a point of contact for project teams for QMS-related clarifications.
* Monitor and report on the effectiveness of quality initiatives to senior management.
* Engage in problem-solving and root cause analysis to address quality issues.
* Provide guidance in quality assurance and control activities.
* Ensuring robust information security practices across the projects and compliance with relevant standards and regulations.

**Essential Skills:**

* Experience in a QA/Process/Compliance/Quality role in a software or IT services company.
* Experience in handling project audits, compliance tracking, and working with cross-functional teams.
* Strong understanding of SDLC and Agile methodologies.
* Familiarity with ISO standards (ISO 27001 / ISO 9001) and/or CMMI.
* Strong documentation, communication, and analytical skills.
* Attention to detail and a proactive mindset.
* Excellent analytical and problem-solving skills.