

KOLIN PHILIPPINES INTERNATIONAL, INC.

JOB DESCRIPTION

Position Title : Product Compliance Office - Assistant Supervisor

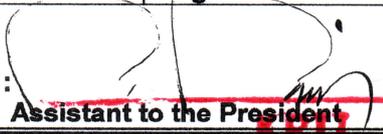
1. Basic Function

- 1.1 Coordinate with suppliers and internal departments throughout all stages of product development, testing, evaluation, and preparation of production materials.
- 1.2 Serve as the primary point of contact for communication between related departments and ensure that information is accurately shared and properly understood.
- 1.3 Lead, as required, the routing, review, and consolidation of product documentation, ensuring accuracy, completeness, and alignment with company standards.
- 1.4 Oversee the flow and finalization of production materials (manuals, parts lists, artworks, labels, warranty cards, QR codes) and ensure timely distribution and revision control.
- 1.5 Coordinate and consolidate benchmarking and research outputs from Product Development Engineers in support of continuous improvement initiatives.
- 1.6 Monitor product development timelines, deliverables, and cross-functional progress to ensure alignment with the approved product development workflow.
- 1.7 Supervise and guide Product Development Engineers in the preparation, submission, and revision of technical documents and testing outputs.

2. Reports To: Research and Development Supervisor

3. Duties and Responsibilities

- 3.1 Coordinate with suppliers regarding product requirements, clarifications, documentation, and development updates.
- 3.2 Ensure that all manuals, materials, and documentation required for product development are complete, accurate, and properly organized.
- 3.3 Communicate CEO-approved technical feedback and quality improvement directives to suppliers.
- 3.4 Provide guidance and direction to Product Development Engineers regarding the scope and focus of product evaluation, research, and benchmarking activities, and oversee the consolidation of their findings for management review.
- 3.5 Monitor and track key milestones identified in the Procedure Manual of Procurement, including but not limited to PO issuance, supplier ETA, sampling, testing progress, artwork development, manual completion, and final approval schedules, and escalate delays as required.
- 3.6 Ensure clear and accurate communication between suppliers and internal departments.
- 3.7 Manage internal approval cycles for design proposals and ensure required signatories are obtained before CEO review.

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Prepared by :  Research and Development Supervisor	Approved by :  Assistant to the President		

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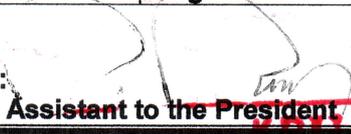
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- 3.8 Review and validate documentation, manuals, and development materials submitted by Product Development Engineers.
- 3.9 Transmit approved materials, documents, and updates to suppliers and coordinate necessary revisions.
- 3.10 Conduct supplier visits for product quality inspections when required.
- 3.11 Provide oversight and guidance to engineers on documentation format and development requirements.
- 3.12 Oversee requests/receipt/distribution of production materials and confirm they are filed in the Product Development Sheet (PDS).
- 3.13 Maintain organized records of approvals, revisions, supplier communications, and development files under department control.
- 3.14 Adhere to all company policies and procedures.
- 3.15 Perform other related duties and responsibilities as required.

4. Qualification Requirement

- 4.1 Education:** A graduate of any four (4)-year course in Engineering, Bachelor of Science, Supply Chain Management, Information Technology, Computer Science, Mathematics or any related field.
- 4.2 Experience:** Preferably with background in product research, documentation management, basic engineering concepts, and smart devices/IoT technologies.
Computer literate in Microsoft excel, word and powerpoint
- 4.3 Training:** Excellent in oral and written communication with background in research methods, documentation control, and basic product testing principles
Knowledge in quality management systems and technical report preparation is an advantage

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