

JOB DESCRIPTION – Quality & Dispatch Coordinator

Location: Sankrail Industrial Park

Job Type: Full-time

Reports to: Plant Head

Job Summary

We are looking for a responsible Quality & Dispatch Coordinator to ensure coating quality, project-wise material segregation, and error-free dispatches. The role involves overseeing post coating inspections, batch testing, and packing activities while maintaining quality standards and ensuring smooth coordination between production, coating, and dispatch teams. Key

Responsibilities

- Inspect powder-coated materials for quality, color, and finish.
- Conduct batch-wise powder coating tests and maintain records.
- Inspect incoming materials and ensure compliance with specifications.
- Segregate materials project-wise and maintain traceability.
- Supervise packing and dispatch to avoid mix-ups or wrong deliveries.
- Coordinate with coating, production, and dispatch teams for quality assurance.
- Maintain inspection and batch testing documentation. Requirements
- Diploma/Degree in Mechanical, Industrial, or Production Engineering.
- 2–4 years of experience in quality control or material handling (preferably in fabrication/coating industry).
- Basic knowledge of powder coating processes, quality testing, and packing standards.

Skills Required

- Strong attention to detail and quality focus.
- Good coordination and communication skills.
- Proficiency in record-keeping and MS Office. Performance Indicators
- Reduction in coating rework/rejections.
- Zero wrong dispatches.
- Compliance with quality and packing standards.