

JOB DESCRIPTION

Position: Quality Manager - Temp to Perm – 1 st Shift		Department: Quality Assurance	
Reports To: Director of Quality			

Job Summary: This is a management position overseeing the quality systems throughout the facility. The position will work closely with the director of quality and will provide exposure to all aspects of the business and quality system.

Candidate must be capable of moving between projects with minimal down-time. Based on schedules and factory need, they will also be responsible for prioritizing and directing the quality auditors. This individual will also assist with defining test plans for material testing and customer returns. They will oversee the input of data required for customer specific programs. They will monitor internal and sub-contractor in-process checks. Normal duties may also require them to aid in documenting and reviewing process capabilities; assisting in defining and documenting processes and process material requirements.

This individual may also assist in problem research and resolution. Other areas of responsibility may include but won't be limited to: maintenance of databases on internal and external problems; performing and documenting process audits. Candidate must be capable of issuing reports on findings. They will also help maintain filing systems for all quality records.

This position does require some flexibility. This position is be part of a company resource group and may be called to stand in as a resource as the business need dictates. The quality group is a resource to all areas of the business, our customers and to some extent our sub-contractors. This flexibility may extend to in scheduled work hours based on existing work load and/ or project mix. This position will touch and be in contact with a multitude of other departments. The versatility and variability required by this position can make for a very rewarding and somewhat eclectic opportunity for the right individual.

Candidate will report to the Director of Quality Assurance.

Essential Functions: Supervisory Skills, Management Skills, Time Management; Task Completion, Computer Skills

Qualifications:

- Must be able to read and write English at a proficient level.
- Verbal and Written Communication Skills are mandatory
- Must be able to successfully pass a pre-employment drug screening, a background investigation, a credit check, and other such investigations as deemed necessary by the company as a condition of employment.
- Visual inspection and lab experience preferred.
- Must have a working knowledge of Statistical Process Control
- Access and MiniTab™ experience desired
- 5+ years of experience in Quality or a related field such as Quality Control, SPC, Calibration or Supplier Management
- 1+ years experience with Statistical Process Control, Lean Sigma or like program.
- (Demonstration of basic statistics or yellow belt equivalent)
- Experience with process capability studies and interpretation of these studies desired
- 1+ years of experience with ISO9000 programs
- Familiarity with ISO, ANSI and SOP documentation a plus; Technical Writing considered a plus as well
- Ability to read and use technical drawings a plus
- Ability to adhere to company policies

Additional Responsibilities: As directed by the Director of Quality.