



JOB DESCRIPTION

JOB TITLE:	Quality Assurance Manager
CLASSIFICATION:	Exempt
DEPARTMENT:	Quality Assurance
REPORTS TO:	President
SCHEDULE:	Mon – Fri, 8:00 am – 5:00 pm

POSITION SUMMARY: This position is responsible for management of the company's Quality Management System (QMS); interfacing with customer and vendor quality representatives; and interacting with personnel within the organization to ensure quality standards are understood and maintained.

RESPONSIBILITIES:

1. Oversee and direct inspection personnel and activities.
2. Present QMS performance information at quarterly management review with management group.
3. Determine corrective action/disposition of nonconforming products.
4. Maintain responsibility as the ISO Management/Customer Representative.
5. Audits company practices and procedures against ISO standard or customer requirements.
6. Interface with external auditing contractors.
7. Interface with customers quality representatives.
8. Manage calibration program.
9. Working with purchasing, performs supplier evaluations/audits.

QUALIFICATIONS:

1. Minimum 5 years experience working in quality assurance field.
2. Strong metal fabrication background and understanding of this industries technologies and processes.
3. Solid understanding of Quality Management Systems and ISO standards.
4. Demonstrated ability to inspire, motivate, lead and get results from those with whom you work.
5. Ability to analyze non conformities and implement corrective actions.
6. Knowledge of lean manufacturing/continuous improvement concepts.

7. Excellent interpersonal and communication skills to interact effectively with customers, suppliers and team members.
8. Strong computer proficiencies, including but not limited to Microsoft Access 2010.

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