

## QUALITY ASSURANCE SPECIALIST

### POSITION SUMMARY

The Quality Assurance Specialist helps assure consistent quality of production by developing policies, standards, procedures, documentation and training. They will collect and analyze statistical quality data, determine root-cause and develop corrective action plans. The QA Specialist will strive for a culture of continuous process improvement.

### ESSENTIAL FUNCTIONS

- Develop, document and maintain manufacturing quality policies, standards, procedures.
- Administrative duties including collecting, compiling and analyzing quality data; including statistical data
- Foster a continuous process improvement culture
- Review and suggest improved process flow opportunities
- Document process flow / mapping
- Establish inspection systems for internal manufacturing
- Report writing, performing root-cause analysis and develop corrective action plan
- Maintain non-conformance reporting for incoming materials
- Maintain customer non-conformance reporting & investigation
- Strong accuracy, attention to detail and organization skills.
- Time management and ability to work independently as well as part of a team.
- Exceptional attendance and reliability.
- Performs all tasks required to support customer requirements and company goals

### AREAS OF RESPONSIBILITY

- Assure consistent quality levels by establishing, maintaining and monitoring quality policies, standards, procedures
- Strive for company-wide continuous quality/process improvement and training
- Guide and monitor company quality culture
- Foster positive communications and working relationships with all members of the organization as well as outside customers and vendors
- Communicate and report quality data and status to manager
- Desire for continuous learning and improvement in position and within industry
- Adhere to company policies and procedures

### QUALIFICATIONS

- College desired, 2 or more years or applicable experience
- Quality Assurance Certifications such as Quality Auditor, Continuous Quality Improvement, Lean Manufacturing, Six Sigma, Statistical Process Control desired
- Industry specific experience or technical experience desired but not required
- Problem solving and analysis skills
- Strong collaboration skills, team player
- Proficiency in verbal and written communication
- Sound judgement & decision making skills
- Capacity to quickly learn technical and product information
- Read schematics, wiring diagrams (or ability to learn)
- General ability and knowledge of computer – Microsoft Office, Excel

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