

Title: Corporate Quality Assurance Associate
Reports to: Corporate Quality Assurance Manager
Exempt Status: Non-Exempt

Summary:

Must be reliable and thorough with all assignments. Be computer savvy and persistent in overcoming technological issues. Limited amount of backup responsibilities for the Corporate Quality Assurance Manager.

Primary Duties:

- Support Corporate Quality Assurance Manager and sites in Quality Management system use and application
- Lead QMS Training
- Draft quality assurance policies and procedures and interpret and implement quality assurance standards
- Devise sampling procedures and directions for recording and reporting quality data
- Review the implementation and efficiency of quality and inspection systems
- Document internal audits and other quality assurance activities
- Collect and compile statistical quality data and analyze data to identify areas for improvement in the quality system
- Identify training needs and organize training interventions to meet quality standards
- Coordinate and support on-site audits conducted by external providers and evaluate audit findings to implement appropriate corrective actions
- Lead and participate in Lean Trainings and events

Non-Essential Duties:

- Set up and maintain other related record keeping files and procedures
- Assist with the maintenance of controlled documentation
- Perform miscellaneous duties as requested by supervisor

Experience:

- Bachelor's degree (BA or BS) from a four year college or university in a scientific discipline preferred
- Minimum of 6 years of management and/or supervisory experience in Quality Assurance or Quality Control
- Or equivalent combination of education and experience that provides the knowledge, skills and abilities to perform the job
- Manufacturing/production experience is highly desirable

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