



Job Title:	Quality / Compliance Team Lead	Job Category:	Full-time
Department/Group:	Process Control	Review Date	3/1/2016

Job Description

ROLE AND RESPONSIBILITIES

Plans, coordinates and controls documentation of the Quality and Environmental Management systems in accordance to ISO framework and company objectives to assure continuous improvement regarding meeting product requirements and process performance expectations. Management and documentation of external and internal nonconformance issues, product and process testing procedures and reports, corrective/preventative action documentation and implantation, and inspection processes.

These functions require collaboration with internal Operations as well as our supplier base.

Essential duties include:

- Coordinate documentation of quality and environmental activities in support of goals, policies, and procedures regarding the QMS and EMS
- Interact with 3rd party auditors in completion of required system audits
- Monitor internal auditor activities to ensure compliance to ISO standards and safety policies and maintain applicable documentation
- Oversee specific Quality Gate inspection processes
- Manage the records and responses to internal rework issues and external rejection issues
- Coordinate and document Corrective and Preventative Actions and other continuous improvement initiatives
- Maintains Quality Lab: Equipment and testing activities
- Coordinate supplier communications regarding quality issues and product/process development
- Assist in regulatory compliance needs when related to materials or processes
- Interact with federal, state or local safety inspectors and acts to comply with their recommendations
- Orientation and training of applicable staff members

Other duties and expectations include

- Regularly attend and actively participate in department meetings
- Demonstrate collaboration and teamwork with technicians within team as well as with other team or process leads.
- Provide timely and accurate reporting to manager on key metrics, goals, special projects, and assignments.
- Demonstrate willingness and ownership for job performance

SKILL SET AND JOB ENVIRONMENT REQUIREMENTS

- High School Diploma or GED equivalent
- 2-3 year's work experience in manufacturing environment
- Strong project management, organization and communication skills
- Solid computer knowledge and basic proficiency in Microsoft Suite (Word, Excel, PowerPoint)
- Demonstrated leadership skills in a team environment
- Strong attention to details and follow-through on quality and/or environmental checks
- While performing duties of this job, the employee may be required to sit, stand, walk and regularly use computer software.
- Preferred skills include:
 - Bachelor's degree
 - 2-3 year's work experience in quality and/or Environmental functions