

Internal Quality Specialist

Job purpose

Reporting to the Manager of Quality, the Internal Quality Specialist is responsible for supporting and implementing new improvements and processes for internal quality, ensure compliance, improving overall quality, training plans and activities and supporting the Manager of Quality.

Duties and responsibilities

- Manage and carryout training floor Quality team members
- Manager and carryout training of Inspection department team members
- Manage floor Quality team members
- Manage daily Auditing of Quality / Inspection Processes
- Ensure current product quality specification fulfill client's requirements
- Develop KPI's and implement continuous process improvements for parts repair and inventory operations
- Direct writing, review and revise operating procedures and work instructions to ensure compliance, efficiency and clarity
- Establish and maintain good quality standards and improve overall quality of systems and parts within inventory
- Root cause analysis and corrective action support for customer and internal complaints and concerns
- Collaborate with production management to assure production processes are continually monitored and implement any modifications
- Provide support for design, execution, and maintenance of quality system processes at respective departments
- Support and manage improvements of Quality and Inspection processes
- Help department to coordinate training to operating procedure changes or new system implementation
- Proactively addresses and corrects all unsafe behaviors and conditions

Qualifications

Qualifications include:

- Associate or bachelor's degree
- 2-3 Years of quality experience

Working conditions

Requires working in open office with occasional visits to shop floor.

Direct reports

None