



JOB DESCRIPTION

Job Title: Quality Coordinator

Exemption Status: Exempt

Department: Engineering

Job Specifications:

EDUCATION	2-year degree in related field, preferred
JOB RELATED EXPERIENCE	3 years
SUPERVISION GIVEN	None
SUPERVISION RECEIVED	Quality Manager

Job Summary: The Quality Coordinator is responsible for leading and organizing all activities involving standards, procedures, manufacturing processes and equipment pertaining to quality within the facility. In addition, the Coordinator is an essential point of contact with the customer for quality related issues and requirements.

Job Duties and Responsibilities include the following:

- Monitoring and reporting on all activities, processes, and procedures.
- Developing internal auditing tools and conducting internal audits and reports.
- Determining data-driven solutions and implementing quality improvement plans.
- Leading and organizing regular inspections and reviews to ensure employees adhere to quality policies.
- Assisting with the development of company policies, processes, and procedures.
- Providing departments with quality planning and support.
- Conducting or assisting with regulatory audits and quality training sessions.
- Preparing and maintaining quality management documentation.
- Processing RMA's and RGA's to satisfy the requirements of the customer.
- Working with Sales and Finance to make sure quality transactions are accurate.

Other duties may be assigned that pertain to the classification.

Qualifications:

To perform this job successfully, an individual must be able to carry out each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge & Experience:

- Must have high levels of computer literacy including Microsoft Office and CAD knowledge, preferred
- Ability to read and understand engineering drawings & geometric tolerances
- High attention to detail
- Good interpersonal and communication skills are needed
- Ability to perform problem analysis and problem resolution
- Must have ability to perform mathematical calculations

- Knowledge of production processes

Physical Demands:

While performing the duties of this job, walking, sitting, and standing are required. Must have communicable range of hearing and normal sight with or without the use of aids. Office work environment with some plant floor exposure.