

JOB DESCRIPTION

Position: Quality Control Coordinator

Reports to: President

Direct Reports: This position has no supervisory responsibilities.

Position Summary:

The Production and Quality Control Coordinator works closely with the Production Scheduler and manufacturing personnel to ensure that products are fabricated and shipped on time, and that the Company's quality standards are satisfied.

Position Duties:

The following duties **are not** intended to serve as a comprehensive list of all duties performed by employees in this position. Shown are duties intended to provide a representative summary of the major duties and responsibilities of the role. Employees in this position may not be required to perform all duties listed and may be required to perform additional duties as required.

Quality Related Responsibilities:

- Monitor the company's operations, processes, and procedures to implement the Quality Management System
- Provide guidance to production personnel on the Company's Quality Management System
- Help implement, update, and maintain Quality related procedures and/or documentation
- Help maintain the Company's Quality Management System Manual
- Ensure that all departments have copies or access to copies of the Company's Quality Manual, as well as related procedures, work instructions, forms, etc...
- Review the calibration status of any test equipment being utilized in production.
- Perform calibration of inspection and testing instruments

- Coordinate Internal Quality Audits, to assess the level of compliance with, and effectiveness of the Quality Management System
- Follow up on all audit findings ensuring that action is taken, and recurrence is minimized.
- Initiate the non-conformance process when materials, systems or products do not meet the required specifications

Other Responsibilities:

- Confer with department Lead Hands/Manager to determine progress of work and provide regular status updates to the Production Scheduler.
- Ensure that each department is completing all required production and quality related paperwork.
- Ensure that the Quality of the finished product is to required standard.
- Attend regular production, quality, and safety meetings
- Perform other duties as assigned

Education:

- Post-Secondary Education in Manufacturing/Industrial/Operations Management (or relevant field).

Experience:

- 3 or more years experience in a manufacturing environment.
- Previous Quality Control experience preferred

Licenses/Certificates:

- Forklift License considered an asset

Other Knowledge, Skills and Abilities

- Excellent analytical and problem solving and troubleshooting abilities

- Moderate knowledge of and experience with Microsoft Word, Excel, as well as Email and Internet applications
- Superior interpersonal skills
- Strong written and verbal skills, to communicate with people at all levels of the organization
- mechanically inclined
- excellent math and measurement skills
- acute vision and color identification
- Strong attention to detail.

Working Conditions:

- This job is performed in an industrial environment, and generally requires 50% standing, 25% walking, and 25% sitting. Lifting, carrying, pushing, and/or pulling may be required from time to time.
- Moderate computer use, involving visual concentration and significant fine finger dexterity, is also required in this role.
- Regular exposure to dust, fumes and noise can be expected.

Hours of Work:

- 40 hours per week: Schedule will vary to meet production requirement. Overtime will be a requirement to meet unforeseen scheduling and human resource concerns and to respond to equipment malfunctions.
- Monday to Friday (8:30 am – 5:00 pm)
- 1-hour lunch (unpaid)

I understand that this job description is not an employment agreement or contract, and that the Management of the Organization has the exclusive right to alter this job description in order to meet the needs of Programs delivered by the Organization.

Employee Signature

Date

Print Employee Name

Date

Supervisor Signature
