

The Quality Assurance Specialist

PRIMARY DUTIES & RESPONSIBILITIES

- Audit manufacturing location quality system processes to Operating Procedures, Engineering Specifications, Job Order and Customer requirements.
- Verify product is manufactured in accordance with all applicable requirements.
- Perform dimensional inspections using various measuring tools and instruments to verify product conformance.
- Perform visual inspection of product to verify parts are free of defects.
- Perform inspections of manufacturing processes to ensure compliance.
- Report problems concerns and recommendation for improvement to senior management immediately.
- Complete and enter company projects into company management software.
- Other duties as assigned by the Operation Manager and Engineering.

Qualifications

EDUCATION & EXPERIENCE QUALIFICATIONS

- High School Diploma minimum, secondary education preferred but not required.
 - Must have working knowledge of Microsoft Office (Microsoft Word and Excel).
 - Certified Welding Inspector (CWI) preferred but not necessary.
 - Two or more years of welding experience preferred but not necessary.
 - Candidate must have a good understanding and knowledge of basic math.
 - Candidate must possess good typing and office clerical skills.
 - Candidate must be able to communicate effectively both verbally and written.
 - AWS and ASME code compliance experience preferred but not necessary.
 - Experience performing audits and knowledge of auditing principles strongly desired.
- Compensation is commensurate with experience and skills.

BEHAVIORAL COMPETENCIES

- Ability to work with a diverse group of individuals and departments, including all levels of management.

- Ability to use critical and logical thinking skills to assess witnessed substandard condition and/or behavior against company/procedure/customer requirements.

TECHNICAL COMPETENCIES

- Specialized knowledge in or willingness to receive additional training in AWS D1.1 and ASME Section 9 code compliance.

FACILITY/GROUP SPECIFIC RESPONSIBILITIES

- The Quality Assurance Specialist is responsible for ensuring that manufactured products and processes meet a set of predetermined quality standards.