



**Position title:** Quality Assurance Manager

**Job Classification:** Full-time, Salary

**FLSA:** Exempt

**Reports to:** Plant Manager

**Hours of Work:** 8:00am to 5:00pm

**Position Summary:**

Manager of the quality function and supports the Quality System.

**Position Description:**

- Performing internal audits.
- Addressing non-conformities from previous internal and external audits.
- Conducting a Management Review of the Quality System.
- Following-up on and closing pending Preventive and Corrective Action Requests.
- Insuring that organizational systems and training is in place.
- Preparing organization for ISO 9001-2000 audit.
- Ensuring that documentation and design controls are appropriate for organization.
- Administering document control and configuration management system.
- Overseeing established calibration and testing program.
- Assisting the management team and provide QA support as necessary.

**Job Requirements:**

- At least 5 years of work experience in Quality Assurance, should be combined with a demonstrated track-record of accomplishments as a Quality Assurance Manager, and with satisfying customers in technology-driven, developing companies.
- Experience with international Quality System rules, regulations, including planning and implementation is very important.
- Oral and written communication skills, strong interpersonal skills, and superior organizational abilities.
- Ability to take initiative, to maintain confidentiality, to meet deadlines, and to work in a team environment essential.
- PC-based computing experience (word processing-Word, spreadsheet-Excel, presentation-PowerPoint, documentation s/w) essential.

**Education Requirements:**

- At least a Bachelor's Degree in Engineering, a related technical field, or equivalent.

**Desired:**

- Previous experience in a manufacturing facility

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