



Job Title:	Quality Assurance Manager	FLSA Status:	<i>Exempt</i>
Department:	Quality	Date Created:	November 2017
Reports To:	Vice President of Operations	Reviewed By:	Asst. Ops Manager

POSITION SUMMARY:

Responsible for the execution of the requirements of the Quality Management System (QMS). Provides strategic direction, oversight, and smooth execution of all quality functions within the organization. Provides direction and manages all day-to-day activities to ensure compliance with all federal regulations, audits, and inspections. Provides leadership for problem solving and facilitates continuous improvements.

RESPONSIBILITIES/ACCOUNTABILITIES: All personnel are responsible for meeting the Quality Objectives in their position/department. *Other duties may be assigned beyond the core responsibilities/accountabilities listed below.*

1	25%	Managing department and overall expectations pertaining to setting accurate schedules, costs and resources
2	15%	Recruiting, directing, managing, evaluating, and directly supervising the quality assurance team and troubleshooting as needed.
3	15%	Providing necessary definition, development and deployment of product quality assurance strategy.
4	10%	Establishing and maintaining policy for documentation, reviewing department documents (including procedure documents, work instruction, specifications, etc.).
5	10%	Developing and managing quality assurance methods for performance improvement.
6	10%	Directing QMS improvement base on result of audits and management reviews.
7	10%	Directing disposition of customer complaints and nonconformities data analysis.
8	5%	Authorizing and validating product quality certificate (mill test certificate).

QUALIFICATIONS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed below are representative of the knowledge, skill, and/or ability required.*

1. Bachelor's Degree in science, Engineer or related discipline or above and/or any equivalent combination of education and experience.
2. A minimum of two (2) year's or Quality Assurance experience and two (2) years of management experience.
3. Valid Texas Driver's License

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to effectively deal with other people, especially other Company personnel, to enlist needed cooperation in implementing regulatory requirements.

- Leadership skills to effectively direct trainees while in a training class environment and ability to properly evaluate comprehension and application of subject material.
- Requires initiative, motivation, creativity and ability to understand many areas of expertise.
- Requires effective interpersonal communication skills.
- Ability to work various shifts.
- Ability to handle various projects at the same time in an effective manner.
- Makes judgments or decisions based on measurable or verifiable data.
- Performs under stress when confronted with emergency, critical, unusual, or dangerous situations or in situations where working speed and sustained attention are “make or break” aspects of the job.
- Requires, at all times, wearing protective and safety equipment.
- Ability to comprehend knowledge of QA, Company quality management system, environmental & occupational safety and health system.
- Applicant should have knowledge and should be skilled in this field through education and work experience.

PHYSICAL REQUIREMENTS:

- Ability to work in heat, cold, dust, noise, vibrations and confined space and hazardous conditions.
- Ability to work in a high temperature environment, working high above the ground and work in outdoor environment.
- Normal physical activity includes frequent sitting, standing, and walking in a usual workday.
- Requires frequent bending, stooping, squatting, kneeling, crawling, climbing a ladder and stairs, and reaching above shoulder level.
- Requires employee to occasionally lift and carry heavy objects weighing 50 - 100 lbs.
- Requires occasional twisting when answering the telephone or typing at the computer.
- Requires retrieving files by pulling out and pushing in potentially heavy filing cabinet drawers and other objects.
- Required use of the five senses (hearing, seeing, touching, smelling, and tasting) to perform various job duties.
- Requires employee to use hands, arms, feet, legs, neck and head while performing Company tasks.

TRAINING EXPECTATIONS:

- Upon hire, employee will receive necessary rules and regulations.
- Every year in this position staff will attend training and continuing education as required for the position.
- Everyone is responsible for safety.

SIGNATURE: _____ DATE: _____
Employee

COMPETENCY:

The above employee has demonstrated the capability to satisfactorily perform the responsibilities of this position after the 90-day Introductory Period.

APPROVAL: _____ DATE: _____
Department Manager/Supervisor