



Job Description

Position Title	Department	Reports to
Quality Assurance Specialist	Manufacturing	VP Manufacturing
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	January 2021

POSITION SUMMARY

The Quality Assurance Specialist is tasked with ensuring that all company products meet/exceed our customers expectations. Duties include inspecting incoming raw materials and products to ensure conformity throughout the production process. When products fail to meet our high standards the Quality Assurance Specialist is responsible for dispositioning the product, documenting reasons for the failures and working with the Manufacturing Manager to put in place process improvements to reduce/eliminate recurrence. The Quality Assurance Specialist is also responsible for developing and maintaining our Quality Management System and any/all external quality standard certifications that may be required (ie. ASTM E-84, CAN/ULC S102).

Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

- Establish and maintain companies Quality Management System, standards and specifications
- Review customer's requirements and ensure they are met
- Work closely with our Purchasing staff to establish requirements from suppliers
- Ensure that our products meet all regulatory requirements, both national and international
- Define quality procedures in collaboration with Manufacturing
- Setup and maintain controls to ensure that proper quality checks are performed
- Own CAPA and SCAR processes
- Monitor performance by gathering relevant data and producing statistical reporting tools
- Work closely with Product Development to define testing requirement to ensure new products meet customer's expectations
- Ensure proper disposition of non-compliant materials, documenting reasons for non-compliance and working in collaboration with the Manufacturing Manager to improve manufacturing processes to reduce/eliminate recurrence
- Ensure Manufacturing direct labor folks are thoroughly trained on proper quality checks
- Execute checks to raw materials and final product to ensure adherence to standards
- Performing all other duties as assigned

Minimum Qualifications (Knowledge, Skills, and Abilities)

- Bachelor's degree preferred

- Minimum 5 years Quality Manager experience in high precision, high-tech, and low tolerance machining manufacturing environments
- Experience owning CAPA and SCAR processes
- Skills in numerical and statistical analysis
- Experience developing QMS systems a plus
- Ability to lead people and get results through others
- Excellent interpersonal and communication skills
- Excellent project and program management skills
- Computer proficiency
- Attention to detail
- Ability to work collaboratively with VP Manufacturing, leadership team and employees in improving a system of production control, standard operating procedure, safety, quality control, and performance management
- Ability to adapt and think quickly to handle emergency situations in a start-up, rapid growth environment
- Ability to improve working conditions (safety, quality, service, productivity) and increase employee's skills and capabilities

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Reviewed with employee by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

Received and accepted by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

STARC Systems is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.