

JOB POSTING

JOB TITLE: Quality Assurance Specialist

REPORTS TO: QHSE Manager

FLSA STATUS: Exempt

JOB SUMMARY: Responsible for assuring that set standards are documented and met for QA/QC processes at the Berkeley Manufacturing facility and for the ISO 9001 Quality System for the whole organization.

ESSENTIAL FUNCTIONS:

- Draft assurance policies and procedures for ISO and QC standards
- Interpret and implement quality assurance standards
- Evaluate adequacy of quality assurance standards
- Devise sampling procedures and directions for recording and reporting quality data
- Review the implementation and efficiency of quality and inspections systems
- Plan, conduct, and supervise test and inspection of materials and products to ensure quality is maintained
- Maintain records of internal audits and other quality assurance activities
- Investigate customer complaints and non-conformance issues
- Collect and compile statistical quality data
- Analyze data to identify areas for improvement in the quality system
- Develop, recommend, and monitor corrective and preventive actions
- Prepare reports to communicate results of quality inspection activities to management
- Determine the training needs of staff and organize training interventions to achieve quality standards
- Coordinate and support on-site audits conducted by internal and external providers
- Evaluate corrective actions

- Monitor risk management activities
- Responsible for document management system
- Assure ongoing compliance with quality and industry regulatory requirements

REQUIRED SKILLS/ABILITIES/KNOWLEDGE:

- Excellent technical writing skills
- Attention to details
- Excellent communication & presentation skills
- Data collection, management, and analysis
- Teamwork and organizational skills
- Ability to conduct detailed visual QC inspections per set methodologies/standards

EDUCATION AND EXPERIENCE:

- Requires bachelor's degree in technical field (chemistry, engineering, quality management or related fields)
- 2 year's experience supporting an ISO 9001 quality system and/or working in a QA/QC manufacturing role or testing laboratory in an ISO registered manufacturing facility
- Experience in quality inspection, auditing, testing methodologies, procedure development

SUPERVISORY RESPONSIBILITIES: None

LICENSES AND CERTIFICATIONS: CMQ, CQA, CQI, CQPA and/or ISO Auditing Certifications a plus.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or

controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell.

- The employee must occasionally lift and/or move up to 25 pounds.
- Must be able to navigate various departments of the organization's physical premises.

WORK ENVIRONMENT:

- Observes and follows safety regulations and displays the ability to always perform job functions in a safe manner.
- Office and plant facility.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position.

Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

All activities, demands, conditions and requirements are linked to essential job functions.

If you are or someone you know is interested and meet the qualifications, please submit your resume to Karen Nelson knelson@lhbindustries.com or visit our website at www.lhbindustries.com to complete an application.

LHB offers equal opportunities to all persons without regard to race, color, religion, age, sex, disability, national origin, ancestry, citizenship, military or veteran status, marital status, sexual

orientation, domestic violence victim status, predisposing genetic characteristics or genetic information, or any other status protected by law. Applicants who require reasonable accommodation during the application process may contact the Human Resources Department.