

SIoux CHIEF MANUFACTURING COMPANY, INC.

JOB SPECIFICATION

Job Title:	Quality Coordinator
Department:	Operations
Reports To:	Chief Operating Officer

PRIMARY RESPONSIBILITIES:

- The quality program officer/coordinator will design and manage the company's quality program. The officer/coordinator will "review" each production department for quality procedures and infrastructure, implement changes pursuant to quality initiatives and maintain a quality manual that is to be followed.
- The quality coordinator will need to be able to communicate, present and teach the methods and concepts that are pertinent to the quality program to all employees.
- Quality coordinator will recommend equipment for needs of ongoing quality checking on product. Quality coordinator should be familiar with variety instrumentation.
- Quality coordinator will oversee audits for code certifications and product certification processes.
- Quality coordinator will also be responsible for the quality of inbound goods and will coordinate with purchasing communications on any corrective actions, audits, acceptance tests, etc. that are required on purchased items.
- The quality coordinator will work with oversee the development of control plans for inbound goods and outbound goods.
- Some concepts and procedures that the quality officer/coordinator will oversee are included but not limited to:

Statistical measurement and tracking
Change Control Process
Control of Non-Conforming Product
Corrective Action Procedure
Defective returns
Inspection Test Status Procedure
Internal Corrective Action Request
Product Traceability Procedure
Quality Manual
Supplier Qualification
Control of Non-Conforming Product
Supplier Monitoring Process
Certificate of Compliance
Manufacturing QA Process
Control Plans

Information Tracking
Control of Documents
Corrective and Preventive Action Request
Discrepant Material Report
Inspection Procedure
Internal Audit Procedure
Preventive Action Procedure
Quality Audit Procedure
Statistical Process Control
Quality System Waivers
Quality Training Procedures
First Article Inspection Form
Calibration Process
Non-Conforming Material
Scrap Analysis

REQUIREMENTS:

- Must communicate effectively with management and employees
- Ability to work quickly with broad range of people as part of a team
- Capacity to pay close attention to detail
- Proficiency using Microsoft Office software programs

EDUCATION: B.S. or B.A.

PREFERENCES: Experience with database design and statistics