



Job Description

Position: Quality Coordinator
Reports To: General Manager
Division: NPP – Lawrence, MA
Department: Quality
FLSA Status: Exempt
Revision Date: 02/01/12

Summary

Responsible for implementing, and coordinating the plant's continuous quality and process improvement efforts by, coordinating process and raw material changes, facilitating teams and a high performance work force, and increasing profits by leading manufacturing process improvements.

Responsibilities

- Provide plant leadership for implementing quality policies, setting and achieving annual improvement goals for systems implementation.
- Manage plant quality system insuring plant is in compliance with division standard instructions and customer requirements.
- Acts as primary quality contact for preferred and house accounts.
- Manages the customer transition, plant quality processes and corrective action systems.
- This position is also responsible for all supporting functions and duties typically held by a quality coordinator such as, report writing, instrument calibration, standard quality system training and more.

Requirements

- 3 to 5 years experience in quality control in a manufacturing setting, and working knowledge in SPC and ISO 9001 2008.

Education

- 4 year degree preferably in an engineering discipline.