

Job Description - Quality Technician

SUPERVISES: N/A

REPORTS TO: Quality Manager

QUALIFICATIONS

Education: High school Diploma and Quality Management System experience

Experience/Minimum Time in Equivalent Position: N/A

Required Skills

- People management
- Microsoft Office program software knowledge (Word, Excel, and PowerPoint)
- Self-motivated and positive attitude
- Organizational skills

RESPONSIBILITIES:

- Follow all written procedures as outlined in our ISO Quality Manual
- Advise management of problems and market opportunities
- Nonconforming disposition and cost relative to cost of quality
- Work with customers to solve their quality problems.
- Review purchased materials and inspection of identified materials
- Update ISO Procedures as needed
- Assist with internal audits
- Assist with corrective and preventive actions