



## ***Job Description – Quality Auditor***

### **Purpose & Scope**

The job purpose of Quality Auditor is to support the manufacturing plant in the application of quality practices. Responsibilities include reporting, testing, measuring, and inspecting duties as they relate to quality assurance. The Quality Assurance Auditor will identify nonconforming products, document accordingly and rework or support rework as needed. This position is hourly.

### **Duties and Responsibilities**

- Safety is everyone's responsibility
- Perform Incoming / Receiving inspection. Insure received purchased product meets document, visual and metrology requirements. Approval, filing and IQMS data entry required.
- Perform Certification Inspection and document requirements to meet specialized customer shipping needs.
- Communicate with employees of various departments and inform of the areas of strengths and weaknesses. Rapid feedback to the shifts on the dispositions of Quarantined product.
- Supporting the Quarantine Area, supervising rework and maintaining accurate counts and area cleanliness.
- Observing / auditing employee work stations and suggesting corrective action if required.
- Suggesting changes to ensure that the work procedures and equipment's fall in line with the required specifications and requirements.
- Documenting Non-Conformances
- Assist in continuous improvement projects as assigned
- Team up with the production departments to identify root causes and implement corrective actions
- Applicants must have plastics injection molding experience, basic computer knowledge, outlook email, excel, and word. Will require entering information into IQMS as well as keep required hard copy records.
- Regular, on-time attendance at work is an essential function of every job at Dymotek
- Additional duties as assigned

### **Organizational Relationships**

Reports to QA Manager.

### **Working Conditions**

- You are not expected to respond to emails after hours. If emergency arises, and you are asked to respond, you need to be compensated.
- Normal manufacturing conditions requiring safety observation at all times

### **Education & Training**

High school diploma or equivalent; diploma preferred.

**Technical Knowledge Skills & Experience**

- Knowledge/experience in plastics manufacturing and assembly
- Experience in the use of testing and measuring equipment.
- Read and interpret blueprints, quality instructions and procedures.
- Familiarity with ISO 9001/ 2008 requirements.
- Ideal candidate, 2+ years of experience as a QA auditor/inspector

**Managerial Skills & Experience**

Limited to supervision of rework only.

**Special Requirements (Physical, etc)**

- Very good analytical skills and attention to detail
- Good investigative and error-spotting skills
- Good counting / number crunching
- Good at filling out and filing paperwork

**Quality Management System Requirements**

- All employees are responsible for knowing the Quality Policy Statement, how their job supports the statement and quality objectives.
- All employees are responsible for product identification.
- Refer to ‘Document/Job Function Matrix’ (a cross reference of all ISO documents with job titles) for specific documents related to their job positions.

This job description has been approved by all levels of management:

Manager or Supervisor\_\_\_\_\_

Human Resources\_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Signature\_\_\_\_\_

Date\_\_\_\_\_

Employee Name (please print)\_\_\_\_\_