# Quality & Production Assistant

# Job Summary:

The Quality Assistant will provide quality control and assurance throughout all phases of the production process beginning with raw materials and ending with the final product. This position works with other staff to make sure procedures and products adhere to established quality standards and satisfy customers.

# *Supervisory Responsibilities:*

* None.

## Duties/Responsibilities:

* Aids in ensuring products meet the organization’s and customers’ quality and product integrity requirements through the process of spot audits.
* Compares results of in process inspections to company’s quality standards, reports results to supervisor for final analysis and action steps.
* Analyzes data to identify trends in product quality or defects with the goal of mitigating and preventing recurrence and future defects. Communicates deficiencies to managers.
* Assists in maintain quality records as needed (PPAP & ISO).
* Maintain calibration and certificates for all measurement devices.
* Completes internal audits under guidance from manager.
* Maintains and updates company procedures and policies as related to quality aspects.
* Monitor risk-management and safety procedures, maintain and analyze data to identify and prevent recurring issues to management and work as a team to develop solutions.
* Participates as a member of the safety team.
* Responsible for the accurate consummation of materials for each production work order.
* Responsible for closing completed production orders and the creation of packing slips.
* Performs other related duties as assigned.

## Required Skills/Abilities:

* Thorough understanding of quality practices within the ISO 9001 environment.
* Attention to detail.
* Excellent verbal and written communication skills.
* Proficient in Microsoft Office Suite or related software as needed to complete reports.

## Education and Experience:

* High school diploma, technical school education, or equivalent required; mathematics emphasis preferred.
* Experience working within the ISO process and completing PPAPs strongly preferred.
* Basic understanding of OSHA Guidelines.

## Physical Requirements:

* Prolonged periods sitting at a desk and working on a computer.
* Must be able to lift up to 25 pounds at times alone and 45 pounds on occasion with assistance.
* Must be able to navigate freely on the production floor.
* Must be able to work 40+ hours per week.