

JOB DESCRIPTION
UNITED ELECTRIC CONTROLS

<p><u>Job Description:</u> Quality Assurance Coordinator II</p>	<p><u>Non Exempt:</u> X <u>Exempt:</u> <u>Grade:</u> 7</p>
<p><u>Department:</u> Operations - Quality Assurance</p>	<p><u>Approval:</u> Luke M. Warren</p>

Purpose:

Assist QA Supervisor and/or the Director of Operations in maintaining all aspects of quality.

General Qualifications:

Requires:

- General understanding of ISO 9001 Quality Assurance System requirements.
- Demonstrated written, verbal, math and interpersonal skills.
- A thorough knowledge of Quality Assurance gained through an Associates degree or 5 years of related industry experience.
- Microsoft Word and Excel, or equivalent, software experience required.
- Ability to perform quality audits and participate in Quality Assurance teams.
- Ability to evaluate processes, analyze data and provide reports.
- Able to work independently on projects/assignments with minimal supervision.
- Ability to work in a team based environment both as a leader and a member.
- Demonstrated commitment to continuous learning and improvement.

Typical Responsibilities:

- Prepare and perform product, process, supplier, and Corporate Management System audits.
- Administration of corrective action systems including IDR's, MDR's and RMA's, as necessary.
- As a liaison for government contracts, prepare documentation, schedule source inspections and assist the government inspector as needed.
- Manage all aspects of the calibration systems for Inspection, Measuring and Test equipment and/or Special Processes, including calibration of equipment and training of personnel as necessary.
- Lead / participate in projects or teams representing Quality Assurance.
- Assist in the development and maintenance of documentation that supports the quality system.
- Compile and analyze quality data for trends and provide reports to departments as needed.
- Participate in ECN meetings and work with appropriate areas to ensure changes are properly implemented.
- Assist in implementation of department and corporate goals.
- Maintain safe working environment by following company safety procedures.
- Perform other duties as assigned.

Supervision Received:

Reports to Quality Assurance Supervisor