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| Job Title: | Quality Control Supervisor | EEOC Job Classification: | 5 | |
| Department/Group: | 910 Quality Department | SCA Title & Job Code: |  | |
| Location: | LH | Position Type: | Full Time | |
| Position ID: | 320 | | | |
| Direct Percentage: |  | | | |
| Indirect Percentage: | 100% | | | |
| Job Description | | | | |
| Responsibilities   * Assist in the maintenance of Quality Management System (QMS) * Ensure all QC inspectors are up to date on training. * Review Standard Operating Procedures (SOPs), Forms, & Reports for accuracy and compliance. * Perform process inspections when necessary. * Review current practices for adherence to contract specifications and requirements. * Ensure all pertaining documents such as the Statement of Work and Quality Plan are followed. * Ensure the QMS is in compliance with International Organization for Standardization (ISO 9001). * Create, implement, and maintain new and/or revised documentation that pertain to the QC activities at each location. * Ensure customer complaints are completed in a timely manner. * Ensure the Corrective Action and Preventive Action (CAPA) process is utilized when necessary. * Review CAPA’s for thoroughness.   Qualifications  Knowledge   * Knowledge of production process, quality control, and other techniques for ensuring compliance to the Company’s Quality Management System. * Knowledge of Microsoft Office * Knowledge of measuring devices and how to calibrate them.   Skills   * Critical Thinking * Complex problem solving * Judgement and Decision Making * Management of material resources * Proficient in MS Access, Excel, Outlook, and Word * Quality Control Analysis * Read Schematics * Time Management * Technical Writing   Abilities   * The ability to generate or use different sets of rules for combining or grouping things in different ways. * The ability to quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns. * The ability to tell when something is wrong or is likely to go wrong. * The ability to communicate information and ideas in speaking so others will understand. * The ability to concentrate on a task over a period of time without being distracted. * The ability to read and understand information and ideas presented in writing or in alternative form. * Have strong dexterity capabilities to grasp, assemble, and manipulate objects. * The ability to stand for 7-8 hours a day. * The ability to lift 10-25lbs items.   Education Requirements   * High School Diploma * Bachelor’s degree in Quality Assurance or Business Management * Will substitute education for 5 years of experience or a combination of education and experience.     Additional Notes   * 4 years of supervisory/ leadership experience * 4 year experience of related work experience * Must pass background & drug screen * Internal and External Applicants * Verifiable documentation of ability to work in the US   Blind and visually impaired individuals are encouraged to apply  *TAB provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, TAB complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.* | | | |