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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

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