

Job Title	Quality Control Coordinator	Job Category:	Manufacturing and Production
Department	Operations	Position Type	Full-Time

Job Description

Summary:

States Manufacturing is seeking an experienced Quality Control Coordinator. The ideal candidate would have experience in providing quality assurance and control support to customers, suppliers, and internal production to ensure products, components, parts, and material conform to customer, supplier, and regulatory requirements. Ability to work in a team environment while assessing, documenting, and organizing tasks to promote the coordination of quality products, process improvements, and procedures in conjunction with the States Manufacturing Business Operating System.

This is a full-time, hourly position. Typical working hours will be Monday – Friday with hours ranging from 7:00a.m. to 4:30p.m. Overtime will be available and/or mandatory at management’s discretion.

Specific Duties Include:

- Performs auditing and evaluation of incoming supplies, produced parts, and completed projects to assure conformance to established standards and project requirements.
- Drives strategic and operational quality plans that support the overall goals of the company.
- Ensure compliance with, and continuous development and improvement of the States Manufacturing Business Operating System, ISO Certification, and Continuous Improvement programs.
- Collect, analyze, and report internal and external quality data. Provide recommendations, and lead improvement projects and activities related to engineering, operations, manufacturing, and sales.
- Represent the company in customer related communication on quality status, including corrective action responses, customer visits, quality presentation, and customer satisfaction and follow-up procedures.
- Writes and maintains technical management system reports, calibration systems, and processes.
- Develops and tracks measurements to support internal and external lean processes related to product procurement, cost, and delivery efficiencies, including rework operations and non-conforming products.

Skills and Qualifications:

- Minimum 5 years’ experience in operations, engineering, or manufacturing environments.
- Experience in working with, and leading lean initiatives.
- Working knowledge of Microsoft Office products, including Outlook, Excel, Word, PowerPoint.
- Ability to pass background and drug test prior to employment.
- Ability to work in a team environment to accomplish daily tasks.
- Superior problem solving, project management and analytical skills.
- Demonstrated ability to work independently making sound design decisions for multiple weeks at a time.

Physical Requirements/Working Environment:

- This position requires the ability to sit, and bend or stand for extended periods of time.
- Performance of duties will mostly be in the office and production floor.

Application Instructions:

Email your resume to resumes@statesmfg.com or call our main office at 763-588-0536 to talk with a representative. States Manufacturing is an equal opportunity employer.