



Quality Assurance Specialist

COMPANY: Elite Harness, LLC

LOCATION: Wellington, Kansas

TYPE: Full-Time, Exempt

ROLE

The **Quality Assurance Specialist** is responsible for monitoring, inspecting and proposing measures to correct or improve the organization's final products to meet established quality standards. Will work with a team to ensure final products meet customer and regulatory requirements and organization's standards across the board.

Is responsible for routine reporting of performance. Has authority to act with some oversight. Responsible for developing and maintaining teamwork with all levels of personnel. Effectively communicates with business partners in all areas including customers, key employees, managers, sales, supply chain, finance and support personnel to achieve strategic goals.

ESSENTIAL FUNCTIONS

- Implement quality assurance policies and procedures
 - Perform routine inspections and quality tests on company and vendor products
 - Identify and resolve workflow and production issues
 - Complete and document pre-assembly audits
 - Perform first article inspections to ensure compliance to engineering design and quality control specifications.
 - Conduct non-compliance investigations and create audit reports
 - Make recommendations for improvement and corrective action plans
 - Create training materials process flows and operating manuals
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QUALIFICATIONS

EDUCATION/CERTIFICATION: Bachelors degree in business or related field. Experience can be substituted for education requirements.

EXPERIENCE REQUIRED: At least one year of general work experience. Prior experience in a Quality assurance or manufacturing role is a plus.

SKILLS/ABILITIES:

- Working knowledge of tools, methods and concepts of quality assurance
 - Strong interpersonal skills to work with a wide variety of co-workers and customers
 - Excellent organizational and time-management skills to handle multiple tasks simultaneously
 - Exceptional data collection, analysis and problem-solving skills
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- Strong communication skills, both written and verbal, for effective interaction with executives, stakeholders, customers and vendors.
- Detail-oriented with a commitment to maintaining accurate records.
- Customer-focused attitude and a proactive approach to problem-solving.
- Proficiency in Microsoft Office Suite and general computer operations.
- Experience with ISO 9001-2015, AS9001D or other quality standards
- Familiarity with Cetec or other similar ERP
- Prefer experience in a manufacturing environment

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

TALKING:	Ability to speak effectively and communicate clearly.
AVERAGE HEARING:	Able to hear average conversations.
REPETITIVE MOTION:	The employee is regularly required to type continuously throughout the day.
FINGER DEXTERITY:	The employee is regularly required to use hands to type.
AVERAGE VISION:	Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.
PHYSICAL STRENGTH:	May sit for long periods of time.

WORKING CONDITIONS

General office environment. Quiet surroundings. Adequate lighting. Occasional light manufacturing environment with some noise and forklift traffic.

TRAVEL EXPECTATIONS

No travel is expected

MENTAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

REASONING ABILITY:	Ability to deal with a variety of variables under only limited standardization.
MATHEMATICS ABILITY:	Ability to add, subtract, multiply and divide in all units of measure using whole numbers and common fractions.
LANGUAGE ABILITY:	Ability to read, analyze, and interpret business documents. Ability to communicate clearly.

INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodation will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.