



GRAYMONT

JOB POSTING

QUALITY MANAGEMENT SYSTEM COORDINATOR

LOCATION: Open

COMMENTS ON IMMIGRATION: If you are applying for a position in another country, please note that the position and your application will have to be considered from an immigration perspective.

DUTIES AND RESPONSIBILITIES:

- Responsible for the coordination of all activities associated with the creation, implementation and maintenance of the Quality Management System including document creation/revision, internal quality audit, and management of the corrective/preventive action system to ensure continuous improvement.
- Promote the company Quality Policy and the organizational goals of the company.
- Promote quality achievement and performance improvement throughout the organisation.
- Identify relevant quality-related training needs and ensure training plans are developed.
- Assist all areas/departments as needed in developing procedures, work instructions and required documentation.
- Develop, track and provide monthly metrics generated from the Quality Management System and metrics collated from the different QA teams, including Customer Feedback, Non-Conformance metrics, audit metrics...
- Monitor and advise on the performance /effectiveness of the Quality Management System and produce data and report on performance, measuring against set indicators.
- Ensure that all corrective actions related to Non-Conformance identified in internal audits are addressed, processed and verified.
- As necessary, assist or conduct investigations / internal audits and root cause analyses of critical and major Quality incidents such as Procedure deviations, and ensure appropriate corrective/preventive actions are taken.

QUALIFICATIONS:

- University degree in a Science related program is required.
- 1-3 years of experience in Quality Management Systems (preferably to ISO 9001 standard) in a manufacturing environment.
- Experience in Quality System audits. (ISO19011)
- Superior organizational, communication and interpersonal skills are essential.
- Proven teambuilding and leadership skills.
- Able to work with technical, sales and management staff.
- Willing to travel and work in plant environment.
- Working knowledge of computer applications including Microsoft Word, Excel and LIMS.
- Strong communication skills (both written and verbal). Bilingual - English/French.
- Excellent organization and planning skills, and attention to detail; must be able to manage multiple tasks with the ability to work independently and to meet deadlines.

Please forward resumes to jking@graymont.com