

Quality Assurance Receiving Auditor

Pay: \$18.00-\$22.00 per hour

Job Description:

Position Summary

The purpose of this position is to plan and schedule quality audits in the receiving or manufacturing area so that quality issues can be identified and resolved, with the end result being to maximize the quality of the product at the lowest cost.

Technical Skill Requirements:

- High School Diploma or GED or equivalent relevant professional experience
- 4-6 years experience as a quality inspector or quality auditor, preferably in the automotive industry
- Good computer skills, including skill in Microsoft Office
- Knowledge and understanding of quality auditing system procedures and principles
- Excellent analytical and problem solving skills
- Excellent mathematical and statistical skills
- Able to multi-task and maintain organization
- Excellent attention to detail
- Excellent interpersonal, supervisory and communications skills

Performance Skill Requirements:

- **Conflict Management:** Able to use a win-win approach to resolve controversy; stays objective and fair when dealing with sensitive situations; maintains constructive working relationships despite disagreements.
- **Planning:** Able to manage multiple projects; determines project urgency in a meaningful and practical way; uses goals to guide actions; creates detailed action plans; organizes and schedules people and tasks
- **Prioritizing:** Able to use sound judgment in evaluating the relative urgency of various issues; appropriately classifies in terms of time sensitivity, impact, complexity, importance, etc.

- **Quality:** Able to maintain high standards despite pressing deadlines; establishes high standards and measures; does work right the first time; tests new methods thoroughly; reinforces excellence as a fundamental priority
- **Analysis:** Able to gather relevant data using appropriate methodologies and analyze that data in such a manner that valid conclusions and insinuations can be drawn that assist in making important business decisions
- **Problem Solving:** Able to apply systems thinking to generate solutions; focuses on process rather than isolated events; obtains multiple assessments of a situation and identifies trouble spots; evaluates alternative solutions.
- **Attention to Detail:** Able to follow detailed procedures and ensures accuracy in documentation and data; carefully monitors processes; concentrates on details and organizes and maintains a system of records
- **Data Entry:** Able to use various databases for collecting and recording results of test items performed

Other Key Competencies:

- **Communication:** Able to clearly present information through the spoken or written word; reads and interprets complex information; talks with customers or clients; listens well
- **Team Work:** Able to share credit with coworkers; displays enthusiasm and promote a friendly work environment; works closely with other departments, as necessary; supports group decisions; displays team spirit
- **Flexibility:** Able to remain open-minded and change opinions on the basis of new information; performs a wide variety of tasks and can change focus quickly; adapts to varying needs.
- **Energizing Others:** Able to exhibit a “can-do” approach and inspires associates to excel; uses competition to encourage others; develops performance standards and confronts negative attitudes; develops team spirit

Essential Duties and Responsibilities Incoming product Quality Assurance validation:

Develop, review and revise sampling plan for each product audit

- Establish schedule of audits
- Perform various tests using specific equipment for incoming product validation
- Identification of countermeasures and document corrective action (SCARS)

- Interaction with Quality, Purchasing, & Production regarding quality concerns
- Assure data and documentation is updated and filed appropriately
- Support COPS cleanliness program
- Support on-site visits with our customers or vendors
- Audit incoming material and communicate with vendors
- Participate in capability studies
- Assign and maintain calibration on all check fixtures/ jigs

Other Duties and Responsibilities

- Other projects and duties, as assigned

Job Complexity

Work requires substantial judgment and analytic ability requiring somewhat complex calculations, organizing information for reports and solving minor problems.

Supervision Received

Receives moderate supervision; objectives or goals are established in advance, but little in the way of a course of action is generally specified or recommended

Frequency of Independent Judgment Exercised

Regularly

Position's Type of Job Tasks

Performs moderately complex tasks requiring moderate knowledge of department's work

Environment and Conditions

Contacts

The incumbent spends approximately 15-50% of his/her time developing and maintaining business contacts within the organization and up to 15% of his/her time with external contacts. The purpose of these contacts is to discuss quality concerns, share information, schedule and plan audits, discuss scrap issues and countermeasures and communicate performance expectations, to discuss quality of incoming material and assign work.

Working Conditions

This position works in an open office environment and on the production floor. Exposure to weather elements is not likely. Incumbents are not likely to drive a vehicle while performing job responsibilities. Incumbents spend approximately 34% sitting, 33% standing and 33% walking in the course of this position and are unlikely to lift anything greater than 50 pounds. Incumbents will use the following office machines while performing job duties: computer, printer, copier, fax, telephone, X-rite, comparator, overhead projector and calculator. Software used includes Microsoft Office.

Culture of Company:

Green Tokai's long-term success is due to an uncompromising commitment to quality in the products it manufactures, as well as meeting or exceeding the expectations of its customers. Success comes through continuous improvement in our technologies and processes, by maintaining a good quality management system, plus ensuring the continuous development of our employees occurs. Green Tokai's goal is to provide a work environment where employees can maximize their contributions and reach their full potential. This is accomplished through regular learning and career advancement opportunities, by providing a safe work environment, by providing the best technologies, by regularly stimulating our employees with new challenges, by treating all employees fairly and by promoting open and honest communication between all levels within the company.

Job Type: Full-time

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee assistance program
- Health insurance
- Life insurance
- Paid time off
- Referral program
- Tuition reimbursement
- Vision insurance

Experience:

- Manufacturing: 1 year (Preferred)

Shift availability:

- Day Shift (Preferred)

Work Location: In person