

JOB DESCRIPTION - QUALITY ENGINEER/ANALYST

Summary

Seeking a Quality Systems Engineer/Analyst to administer a small business ISO 9001-certified quality management system (QMS) that supports all efforts associated with providing high-quality products and services to our customers. The selected candidate will be self-managed and will report to the company's executive staff.

Responsibilities Include, But Are Not Limited To:

- Administer and maintain training and competency program, and document/record control
- Review and release manufacturing records and material inspections
- Serve as the process owner for several quality management system processes
 - Supervision of nonconforming material and product
 - Creation and revision of quality systems documents
 - Supervision of equipment and instrument controls to include the calibration program
 - Handling of complaints and customer feedback
 - Initiation and follow-thru of corrective and preventive actions (CPA)
 - Preparation of management review and risk reports
 - Administration and performance of quality audits
 - Supervision of supplier approval process
 - Administration of the change control process
 - Leadership of risk management process
- Support external auditors as needed

Preferred Qualifications

- Quality certifications such as CQT, CQE, CQA, CSQE, etc.
- Thorough and diligent execution of the QMS functions as highest priority
- Detail oriented personality with emphasis on simple, efficient solutions
- Analytically minded for data driven decisions
- Excellent communication skills
- Good interpersonal skills

Educational/Experience Requirements:

- Minimum of 5 years experience supporting quality management systems in a manufacturing environment OR Bachelors of Science in relevant area with at least 1 year of Quality experience.
- ISO 9001 internal auditor certification
- In-depth understanding of, experience with, and respect for, the ISO 9001 International Quality Standard and how it can be effectively used by a small organization.
- Understanding of and experience in applying process improvement techniques
- Demonstrated communication and organizational skills

- Strength in technical writing – specific, succinct
- Ability to effectively develop presentations and speak effectively in various forums
- Creative and strong problem-solving skills that promote win-win outcomes
- Ability to build and preserve relationships throughout the organization, even under difficult or challenging circumstances
- Ability to obtain and maintain a U.S. Government security clearance
- US citizenship

Work Environment

Generally works in climate controlled office or laboratory environment but may occasionally be required to perform duties outside the typical office setting. May at times work in a loud environment with nuisance noise. Limited overnight travel may be required.

Behavioral Expectations

- Internally motivated, “self starter” type personality.
- Reliable, can be trusted to work consistently on tasks without close supervision.
- Able to work on tasks individually or as part of a small team.
- A “life-long learner” that is willing to develop new skills and proficiencies.

Overtime Status: Exempt

DSM is an equal opportunity employer.