
Quality Assurance Coordinator

Hawkesbury, On

Overview

Our client has been growing at a rapid pace over the last few years. We are currently seeking a Quality Assurance Coordinator supervise our Quality Control and Quality Assurance departments. Reporting to the Director of Quality, the candidate will monitor all production quality assurance functions conducted within the assigned areas of responsibility thus ensuring safe and quality products are delivered continually to our customers. The Quality Engineer will support the quality department by reducing product manufacturing error and cost of quality. These will be achieved through continuous quality assurance oversight, facilitating the development and implementation of documented procedures and instructions, conducting scheduled and unscheduled audits, perform investigations on occurrences, facilitating root cause and corrective action and measuring quality performance.

What You Will Do

- Responsible for Quality Management System maintenance.
- Root cause analysis and implementation of corrective action for process related concerns.
- Assist DQA in establishing, implementing and maintaining the quality management system.
- Develop training to build quality awareness.
- Interface with Engineering and Operations on Quality matters
- Support the Quality Inspectors to ensure that products and processes comply with the relevant requirements of the approved data, quality management system, customer requirements, and TCCA requirements.
- Oversee audits, including closing out audit findings, creating audits finding reports and determine proper corrective and preventive actions.
- Analyze failure, corrective and preventive action to respond to customer complaints.
- Continuously improving receiving, in-process, and final inspection processes and procedures.
- Perform Conformity Inspection duties as required to support Engineering.
- Development, implementation, and control of process control plans.
- Development, implementation, and control of inspection process instructions and procedures.
- Perform quality oversight and monitoring of production activities, including active participation in production meetings and spot audits.
- Performing FAI inspection and document submission to the customers according to AS9102.
- Interface with Engineering and Operations to ensure transfer to Production of new products are in accordance with approved data.
- Work with cross-functional team and project team to investigate quality issues, recommend solutions and then work with the teams to implement those solutions
- Provide training and mentoring on quality matters

Skills & Qualifications

- Bachelor's degree in engineering (Civil, or Mechanical) or similar from a recognized institution.
- Certified AS9100 auditor Experience with ISO 9001 and AS9100
- Must have 8 to 10 years of experience as quality engineer.

- Proven leadership, collaboration & facilitation skills.
- Strong client focus, initiative, and ability to manage change and achieve results / closure.
- Must be outgoing with strong ability to meet and communicate effectively with a wide variety of people.
- Thorough understanding of quality improvement tools and techniques.
- Excellent oral and written English skills (French is an asset)
- Strong Microsoft Office skills
- Attention to detail and accuracy.
- Strong organizational, prioritization and time management skills.
- Proven decision-making skills.

Why Join?

The organization. A major player in the aerospace industry.

The role. A development opportunity within a fast growing company.

The people. A team of passionate professionals.

Your Next Steps

Email your resume in **word format** to ajulien@radarhh.com Please quote **project #106902** in the subject line. radar promotes the highest standards of integrity and principles of quality, diversity, equity, and ethical practice. We thank all those who submit their résumés. Only those selected for further consideration will be contacted.