



## Job Description ISO & Documentation COORDINATOR

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Responsibilities include:

- Maintain the ISO Quality Management System and procedures used by Quality Assurance Department, including Company-wide systems.
- Schedule, Coordinate and conduct internal and supplier/vendor audits.
- Training of Internal Auditors
- Communicate with registrar and coordinate registrar audits.
- Coordinate corrective actions in response to internal and registrar non-conformances, customer issues, and system weaknesses.
- Management of the Document Control system, including reviewing, updating, and monitoring quality system documentation, and database.
- Prepare monthly reports for quality metrics for all facilities.
- Report progress of improvements to the Quality Manager
- Schedule and direct management meetings for Quality objectives and overview of Quality Management System
- Manage and maintain Controlled Goods Program including reviewing and updating documentation and database.
- Backup for Verification of alloy specifications (chemistry and mechanical testing) for Customer shipments. (Customer Material certification).
- Manage and maintain all Internal Quality Metrics.
- Develop and maintain part history and potential issues based on Quality metrics data.
- Assist and perform Vendor Qualification Audits including follow up audits and NCR's. Review Vendor score cards and Report progress/concerns to Quality manager.



- Manage and maintain SRED Program including reviewing and updating documentation and database, in coordination with the finance manager
- Manage Quality Metric database, detect trends and make suggestions
- Cross-train with Technical Quality Coordinator
- We welcome and encourage applications from people with disabilities. To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions. Please contact HR prior to an interview if you are selected.