

Quality Assurance Assistant Position Description

Department: Quality Assurance	FLSA Status: Non-Exempt
Reports to: Quality Assurance Manger	Date: 1/18/2018

Primary Function:

To assist the Quality Assurance Department in making sure that reports and documents are filled out completely and accurately. Assist Quality Assurance in meeting company and customer deadlines. Assist the organization with surveillances, audits, audit reports, surveillance findings, and work activities to verify conformance to quality assurance standards.

Essential Duties and Responsibilities:

- Reads processing information such as logs, product processing sheets, and specification sheets, to verify that records adhere to quality assurance specifications.
- Assist in the examination of department activities for compliance with Quality plans and policies.
- Assist in the preparation and support of Quality Control inspection and test plans for NDE, dimensional and receipt inspection.
- Assist in reviewing all purchased products or components for acceptance to specifications, standards and future purchases from the vendor.
- Reviews shop travelers and weld maps.
- Reviews documents of data obtained during all quality assurance activities, consistent with company policies and procedures.
- Assist in the Quality System Maintenance.
- Assists in the preparation of QA reports.
- Other duties may be assigned.

Promote and actively embrace the concept of a collaborative environment, with an emphasis on customer service, respect and candor. Safety is a cultural value and it must be promoted and enforced at all times.

Minimum Qualifications/Experience:

High School Diploma or general education degree (GED); minimum 2 years experience in an operational function involved in one or more of the following: document reviews, inspection reports, record keeping, etc.

Strong computer skills required.

Additional preferred skills

Basic knowledge and understanding of NQA-1 and other related codes, standards, regulations, and regulatory guides. General structure of quality assurance programs as a whole, and applicable elements as defined in NQA-1 or other related codes.

Surveillance techniques of examining, questioning, evaluating, and reporting; methods of identifying and following up on corrective action items. Planning surveillances of activities affecting quality.

Other Qualifications

The physical demands and work environment described here are representative of the conditions that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus.

Work Environment

While performing the duties of this Job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.