**ISO Quality Assurance Manager (Manufacturing Environment)**

Laird Coatings Corporation – Huntington Beach, CA

**Position Overview**

This management position is responsible for all aspects of our Quality System at both sites.  You will be responsible for the development and implementation of multiple quality systems; ISO 9001, ISO 17025 & IATF 16949.  The Quality Manager is accountable for ensure the company's Quality Policy of continuous improvement and total customer satisfaction.

**Essential Job Duties & Responsibilities**

* Have extensive knowledge, understanding and implementation of ISO 9001, ISO 17025 and IATF 16949 standards
* Manage, control and continuously improve all aspects of ISO 9001 Quality Management Systems international standard for all manufacturing activities performed at the company sites to ensure compliance to the standard while ensuring customer requirements are continuously met
* Manage, control and continuously improve all aspects of ISO 17025 Laboratory Management Systems international standard for the Environmental Testing Lab to ensure compliance to the standard while ensuring customer requirements are continuously met
* Manage, develop and implement IATF 16949 for automotive coatings manufacturing and QC Laboratory requirements. This includes APQP, FMEA, MSA, PPAP, SPC, PFD’s, Product and Process Control Plans and GR&R studies
* Provide overall direction, guidance, awareness training and interpretation on ISO 9001, ISO 17025 and IATF 16949 quality standards to internal users to ensure the requirements are clearly understood and implemented
* Coordinate external customers and 3rd Party Registrar audits with key personnel to ensure audits are seamless with minimal disruption to daily operations
* Lead and/or support troubleshooting using RCCA for resolution to customer audit findings, complaints, internal audits findings and product nonconformances are answered in a timely manner
* Develop and provide appropriate quality related training programs to personnel who’s work affects quality
* Manage and control documents, records, internal audits, calibration program, supplier approval / ASL, nonconforming material, deviation reports, corrective actions, management reviews and risk evaluation in conformance to all applicable international standards
* Develop, manage and implement the internal audit program to ensure audits are scheduled, performed and reported in a timely manner including corrective action write-up, verifying effectiveness and closure
* May be required to audit suppliers when raw materials/supplier concerns warrant a visit
* Manage, control and periodically update as necessary the appropriate Process FMEA to address risk respective to international standards
* Manage the overall control of planning, scheduling, analytical reporting and presenting Management Reviews to executive and department managers respective to international standards
* Promote leadership and guidance in maintaining an open communication process throughout the company to benefit the customer and Laird Coatings
* Perform additional assigned duties as requested by the President, General Manager and Technical Manager
* Follow safety requirements at all times when working or walking through the company
* Maintain good working relationships with all personnel, departments, customers and suppliers alike

**Education & Requirements**

* Experience in ISO 9001 required
* Must possess excellent communication skills, leadership skills, technical skills and basic human resource skills to manage a small to medium sized company.
* High school diploma or General Education Degree (GED)
* BS or Associates Degree in related field *preferred*
* 2+ years experience managing a quality department
* 5+ years experience in ISO 9001 requirements
* ASQ certified Quality Manager, Internal Auditor or Quality Engineer (or equivalents) are preferred, but may be acquired on the job
* ISO 9001, ISO 17025 and IATF 16949 certified Internal Auditor and/or Lead Auditor are preferred, but may be acquired on the job

*Optional*

* Experience with chemical and/or coatings industry
* Familiar with Automotive ISO/TS/IATF 16949 requirements, including DFMEA, PFMEA, GR&R, Quality Plans, Process Flow Diagrams and Risk Assessment

**Skills**

* Math skills; ability to add, subtract, multiply and divide
* Proficient computer and Microsoft Office user with intermediate to advanced abilities
* Advanced skills with Excel preferred
* Comprehension of technical/quality instructions, standards, customer specifications and correspondence
* Excellent communication abilities with customers, management and employees
* Requires extensive knowledge of quality systems and general understanding of  manufacturing, materials and business operations
* A considerable degree of tact and diplomacy is necessary to effectively interface with all levels of personnel within the company; requires original and independent thinking in new and often undefined areas
* Requires considerable reasoning abilities
* Ability to deal with technical problems individually or as a team in a professional manner

**Work Environment**

* The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job
* Individual will be working in an office environment and should only be exposed to the nuisance dust, potentially chemical odors/nuisance fumes while walking/working in the laboratory, warehouse or production areas while on project related work
* There are areas in the facility that require the use of personal protective equipment to minimize the potential for injury to employee; these may include but are not limited to hearing protection and head protection
* The noise level in the company is considered normal, with the occasional higher level experienced in manufacturing and/or lab areas where additional hearing protection will be required
* Working and walking in the warehouse, production and laboratory areas requires safety eye-wear (with side shields) and safety footwear (non-static steel/composite toe protection) must be worn all the time

Salary: $80,000.00 to $110,000.00 /year