

## SPECIFICATION RUBBER PRODUCTS General Job Description

**Title:** Quality Manager

**Position Level:** 9 Exempt

**Reports to:** Technical Manager



**Specification Rubber Products, Inc.**

### **General Job Qualifications:**

A degree in Biological Sciences, Chemistry, Engineering, or a related field is preferred, but experience may be considered in place of a degree. Experience must include a minimum of five years in a leadership role in quality control (QC) and/or rubber laboratory/rubber processing. Must have a strong understanding of quality management systems and standards. Can manage people and multiple projects. Excellent communication, computer, and organizational skills. Capable of multitasking in a fast-paced, multi-product line manufacturing environment. Self-motivated, detail-oriented, and able to work independently.

### **Essential Duties and Responsibilities:**

- Responsible for all quality activities.
- Maintain quality activities and ensure compliance with required standards, regulations, and customer requirements.
- Audit, correct, and report any product non-conformities and scrap related to non-adherence or changes related to the quality management system.
- Develop and maintain documentation for ISO activities as the Management Representative.
- Review ISO procedures and conduct training to ensure compliance with the standard.
- Oversee and supervise the quality team, including lab technicians and quality technicians.
- Interface with regulatory agencies such as UL, NSF, AWWA, and EPA to secure and maintain necessary listings.
- Report on KPIs and collaborate with manufacturing and engineering to address any undesired quality issues.
- Manage the testing laboratory.
- Provide technical support to manufacturing and customers.
- Act as a gatekeeper for new technologies.
- Work with other departments and areas to communicate audit findings and quality issues and improve areas of concern.
- Strong ERP systems and computer software, including MS Office experience (e.g., SAP, JDE, Excel, etc.)
- Adhere to all company policies and procedures.
- Other duties as assigned.

*Specification Rubber Products is an Equal Opportunity Employer committed to providing equal employment opportunity in all employment practices. Specification Rubber Products will not discriminate against any applicant for employment because of their race, color, religion, sex, national origin, age, disability, veteran or service member status, marital status, or any other category*