

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 Quality, Engineering, or related field. Experience may be recognized in lieu of degree. A minimum of five years QC and/or rubber laboratory/rubber processing experience. Strong involvement with quality management and working knowledge of ISO systems and standards. Must be computer literate, to include ERP systems. Able to manage people and multiple projects. Must be an excellent communicator, possess strong computer skills, along with outstanding organizational skills. Must be able to multi-task, switching from one project to another easily and seamlessly, in a fast-paced, multi-product line manufacturing facility. Must be self-motivated, detailed oriented, and able to work with little to no supervision.

Essential Duties and Responsibilities:

- Responsible for all Quality activities.
- Maintain Quality activities and compliance with required standards and regulations.
- Audit, report and improve/correct any non-conformities to ISO quality system.
- Develop and maintain documentation for ISO activities as Management Representative.
- Review ISO procedures and conduct training to assure compliance to the standard.
- Oversee and supervise quality team, Lab Technician and Quality Technician.
- Interface with regulatory agencies such as UL, NSF, AWWA, EPA, and others to secure and maintain necessary listings.
- Report on KPIs and work with manufacturing and engineering to correct any undesired quality issue.
- Manage testing laboratory and define any needed test equipment.
- Provide technical support to manufacturing and to customers.
- Act as gatekeeper for new technologies.
- Work with other departments and areas to communicate audit findings and/or quality issues and improve on areas of concern.
- Adhere to all company policies and procedures.
- Other duties as assigned.

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