

**Opportunity... Your *New* Metrology Career
Starts Here @ Productivity Quality Inc.**

Calibration Lab Coordinator
ISO/IEC 17025 Accredited

About Us: PQI is the Upper Midwest distributor for many of the best-known names in Metrology – Brown & Sharpe, Optical Gaging Products, Renishaw, Heidenhain, Mahr Federal, Mitutoyo...the list goes on. The products we sell range from CMM's and Video Measurement Systems down to hand measurement tools and hard gaging. In addition, we offer calibration, inspection, training and consulting services for measurement systems, gaging and machine tools. Our subsidiary, Advanced Inspection Services, LLC – Minnesota & Wisconsin (AIS), is the leading contract dimensional inspection service in our area, with customers nationwide. PQI and AIS are both ISO/IEC 17025 Accredited.

Position Description: Productivity Quality Inc. (PQI) Calibration Services is seeking a talented and enthusiastic **Calibration Lab Coordinator Team Member** that will be the key to successfully coordinate and seamlessly execute calibration services on behalf of our highly valued client companies. The ideal candidate will be self-motivated, detail-oriented, and able to thrive in our fast paced environment. Your great attitude, ability to work well with a variety of people, ambition and desire to meet customer expectations will be... **The Difference Maker!**

Job Responsibilities: Maintain current and thorough knowledge of PQI's products and services. Schedule calibration events with customers as well as all calibration personnel necessary to complete each project. Investigate and resolve customer-related issues and discrepancies. Create internal work tickets, perform in-take and process customer equipment. Review jobs for completeness and accuracy, per calibration industry standards and requirements (ISO/IEC 17025), and prepare work ticket files for billing. Assist PQI calibration and sales team with quote generation, and prepare lists for monthly customer equipment recalls. Manage outsource process of customer equipment to approved suppliers/vendors and issue purchase orders.

About You: Must have a strong desire to learn and keep up-to-date in an ever changing field. Self-starter and able to work independently. Excellent customer service and communication skills, both written and verbal. Good problem solving and ability to multi-task. Strong computer skills, experience with Microsoft Office (i.e. Word, Excel, etc.), with the capability to learn new programs quickly. Must have the capacity to exercise patience and diplomacy when dealing with a variety of different people. Energized when working in a team environment. Skilled in managing individual customer accounts, attention to detail, and commitment to and achieving targeted timelines. High school diploma or equivalency. Calibration experience is a huge plus but is not required.

PQI Offers: Excellent starting pay, paid vacation, and outstanding benefits, including medical, dental, and a company 401 (k) savings program. We have opportunities in the calibration services area at all levels. Qualified applicants are encouraged to apply **TODAY** by sending your resume credentials to PQI Human Resources Department at: info@gagesite.com. Thank You!

Visit us online at www.gagesite.com to learn more about Productivity Quality Inc.



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