

We have an immediate opening for a Quality Manager at Electric Wire Products Corp. We are manufacturer that has been in business for 60 years producing Electro Mechanical Assemblies with a focus on Wire Harnesses.

The job is a full-time position. If you would like any further information or would like to schedule an interview, please contact me at the email address listed below.

Colleen McLellan  
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### **Quality Systems Manager / MR**

#### **Hiring Requirements:**

1. Basic computer skills in MS Word and Excel.
2. Experience in ISO 9001 Quality Management.
3. Preferred: Trained as a lead auditor in current revision of ISO 9001: 2015.

**Hiring Assessment Method:** Personal interview.

#### **Basic Job Functions:**

1. Develop and maintain a quality management system in accordance with the ISO 9000 international standard which includes:
  - a. Quality management system (QMS) and documentation.
  - b. Interaction of quality processes.
  - c. EWP quality policy and objectives.
  - d. Participation in management review.
  - e. Participation in and make decisions regarding planning and continual improvement of QMS.
2. Oversee quality staff and coordinate resolutions of quality issues. This includes non-conformances and returns of customers.
3. Act as management representative for the quality management system.
4. Communicate quality issues to management and staff on a timely basis.
5. Plan and coordinate quality management review meetings.
6. Maintain required records and produce reports per quality system procedures.

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Having experience using Microsoft Access and/or a CAD system would be a plus, but they could learn on the job.

“Experience in ISO 9000 Quality Management” doesn’t mean that they have headed up or supervised a Quality Dept. But that should have experience working in that environment. A good inspector who understands ISO 9001 may be ready to step into a management position. And it might be easier to train them in our way of doing things.

Basic knowledge of electrical devices would be good.