

# JOYCE/DAYTON CORP

## QUALITY ASSURANCE SUPERVISOR – PORTLAND FACILITY

### THE PERSON

Looking for an experienced leader who can lead / guide / direct the shop floor activities of a make-to-order, job shop environment. The ideal candidate should have the ability to apply conflict resolution and active listening skills to solve issues and generate solutions, in a fast paced, customer service driven environment.

Our ideal candidate should possess the following *qualifications* (below):

- **Reliable / Dependable / Adaptable** – a multitask team player, with the ability to wear a lot of hats.
- **Approachable** – a patient work ethic, willing and able to work with a variety of people and personalities.
- **Trust / Honesty / Respect** – integrity, firmness, and a willingness to accept responsibility and the ability to recognize that not everything is black and white and treat people with respect in a variety of situations.
- **Innovative** – an open-minded change agent and delegator who can manage up and down and recognize when to do it.

### RESPONSIBILITIES

The job responsibilities of the *Quality Assurance Supervisor* include, but are not limited to:

#### General Responsibilities

- Responsible for coordinating all programs, training and requirements associated with ISO certification.
- Coordinate all quality related activities, documentation, and procedures as they relate to product acceptability within company policy parameters and objectives.
- Coordinate and support all Safety activity and maintain compliance requirements.

#### Specific Responsibilities

- Coordinate all QA inspector activities.
- Responsible for coordinating all programs and projects identified with the division's quality program.
- Maintain compliance with all ISO standards including external and customer audits.
- Maintain and update the division's quality manuals and records.
- Develop and conduct internal audits and coordinate and document the timely calibration of company and employee owned measuring equipment.
- Track and document all scrap, rework and RMA related issues.
- Coordinate all necessary documentation for customer and internal non-conformance issues.
- Coordinate supplier non-conformance activities with Purchasing.
- Coordinate all Management Review activities.

- Complete all customer related documentation (First Article Inspections, Customer Specific Inspections, etc.) as required, including complaints and surveys (submitting corrective actions).
- Provide all customer order related documentation (COC's, Material Certs)
- Provide all customer order "special requirements" for 100% dimensional documentation and material traceability.
- Monitor - externally controlled documents, customer satisfaction, SP15 lumber activities, ECN's and the calibration program for compliance.
- Prepare documentation for annual vendor evaluations.

## **QUALIFICATIONS**

### **Requirements**

- Minimum of 2 yr. associate degree (preferred), with 2-4 yrs. experience coordinating a quality program (desired).
- A fundamentally sound working knowledge of ISO requirements.
- Excellent written, verbal and interpersonal skills.
- The ability to provide leadership, problem solving skills and supervision to the quality program.
- Basic PC skills for data collection and report generation.
- Working familiarity with measurement and tooling calibration programs

### **THE COMPANY – *Joyce/Dayton Corp. (JDC)***

Is a premier designer, manufacturer, and marketer of linear motion devices. JDC applies nearly 150 years of experience to our daily work and has demonstrated the ability to navigate our business through a variety of changing environments. JDC believes in taking care of our customers first and doing so in a harmonious, problem-solving environment, all the while trying to have fun in the journey.

### **WHY *Joyce/Dayton Corp.*?**

- Robust, mature and relevant product line
- High level of employee engagement; long tenure; employee roster
- Customer focused, flexible and satisfaction based – we strive to build the best products and develop long-term customer relationships
- Annual employee appreciation events
- Competitive compensation packages
- Fiscally conservative; we take measured risks to achieve success while maintaining a financially strong foundation.
- Inclusive community culture; we look out for each other and foster teamwork as a key component of our success

If you're looking for great benefits and incredible work-life balance at an established company, apply today!