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### **QMS Manager/Coordinator**

**Position Summary:** The Coordinator is responsible for overall coordination, planning, evolution, implementation, and registration of the Quality Management System (QMS) to ISO9001 on time and within budget at location #1. This includes defining resources and coordinating the efforts of team members, contractors and/or consultants to achieve the goal of ISO9001 registration by September 2021. Responsibility will extend beyond registration to ongoing planning, maintenance, and improvement of the Quality system, and; to implement ISO at location #2 while reviewing/implementing possible other certifications at one or both locations (AS9100, ITAR, NADCAP, etc.). This is for two companies/locations.

### **Essential Functions:**

- 1) Serves as the QMS Management Representative when interfacing with registrars, customers, and as a key member of the Executive Leadership Team.
- 2) Prepares and updates plans that ensure continued registration of the Quality Management System. Plans will include short-term actions and long-term strategies.
- 3) Defines effective strategies to fill gaps between current operations and full compliance with ISO9001 requirements. Determines required people, resources, costs, and impacts of those strategies. Prepares proposals for review and approval of the Executive Leadership Team.
- 4) Gains support for the ISO9001 system by tailoring the QMS implementation to meet the needs of the users, promoting its positive impacts, and reporting successes.
- 5) Serves as content expert for ISO9001 and supporting processes, such as APQP, FMEA, MSA, and Statistical Techniques. Will identify opportunities for training supporting staff in each area of expertise. May develop and provide training in those areas.
- 6) Uses information from customer-provided specifications and input from customer representatives to define processes and system that satisfy Customer Specific Requirements.
- 7) Develops and Manages the internal audit team. Ensures that auditors are trained and qualified to successfully support the ISO9001 audit process. Ensures conduct of comprehensive audits.
- 8) Works with the Executive Leadership Team to close out audit findings and process non-conformances with effective corrective action. Considers the impact of Opportunities for Improvement, and creates appropriate reaction plans to take advantage of the identified opportunities.
- 9) Builds, develops and grows relationships vital to the success of the project(s) inside and outside of the facility. Maintains a productive relationship with the QMS registrar.
- 10) Prepares for and presents periodic Management Reviews of the Quality System. Delivers engaging, informative and well-organized presentations.
- 11) Effectively facilitates regular team meetings and presents reports verbally, in writing and in presentations to keep all stakeholders informed of project progress, problems and solutions.
- 12) Provides direction to the team members assigned to the ISO9001 registration project.
- 13) Ensures that documented information is complete, current and stored appropriately.
- 14) Accountable for developing and monitoring processes and practices necessary for legal and ethical compliance in assigned area.



- 15) Investigate need for additional certifications such as AS9100, ITAR, EAR, etc. This would be based on customer needs within the Company's strategic objectives
- 16) Works safely and without injury.
- 17) Direct Quality Systems performance across all associated companies
- 18) Monitor and report on Key Performance Indicators (KPI's). Provide this information on a timely basis to his boss so that clear future strategy can be mapped and achieved.

**Required Education and/or Experience:**

- 1) Bachelor's Degree preferred, though not required.
- 2) A minimum of three years of experience managing Quality Systems in an ISO9001, AS9100, or Manufacturing QMS environment.
- 3) ISO9001 Lead Auditor training highly preferred. ASQ Certified Quality Auditor (CQA) preferred.
- 4) Experience as a QMS Management Representative in an ISO 9001 or AS9100.
- 5) Experience with project planning and budget management.
- 6) Strong, proven experience working in cross-functional teams such as quality, manufacturing, engineering, and sourcing is preferred.

**Required Qualifications:**

- 1) Strong familiarity with the ISO9001 Quality Management Standard. Knowledge of effective techniques and strategies needed to meet requirements of the standard.
- 2) Ability to work in a dynamic environment that may include shifting priorities, demands and resources.
- 3) Strong interpersonal skills and extremely resourceful.
- 4) Strong written and oral communications skills.
- 5) Adept at conducting research into project-related issues and products.
- 6) Ability to work with minimal supervision.

**Mathematical Skills:**

Must have mathematical skills equivalent to those required under degree requirement.

**Physical Demands:**

May require a combination of sitting, standing, and walking. May require lifting up to 50 pounds with assistance.

**Environment/Atmospheric Conditions:** Must be able to work in an office environment as well as a shop environment, including clean room, as job duties require. Exposure to loud operating machinery, cold temperatures, chemicals, and vapors is possible.