



Quality Assurance Coordinator

Operations/Manufacturing/Quality Assurance
Moncton, New Brunswick

Do you want to work for a dynamic and rapidly growing company that is an industry leader in our field? Greystone Energy Systems Inc. is dedicated to developing high quality and innovative solutions for its customers with unsurpassed customer service.

The Opportunity

We are looking for an individual with a QA experience to join our team working in a high-volume manufacturing and customer order fulfillment facility located in Moncton, New Brunswick.

Objective & Summary

Lead the daily administration of corporate quality systems and processes in support and maintenance of existing Corporate ISO 9000 Certification. Develop and execute employee training tools and programs with the goals of enhancing employee skills, performance, productivity and quality of work.

Principle Duties & Responsibilities, QA

- Assist in the maintenance and continuous improvement of corporate ISO Certification; including documentation, training and audit functions.
- Manage the maintenance of all corporate quality system procedures.
- Provide Quality Assurance support to manufacturing and business operations.
- Promote awareness of customer requirements and customer satisfaction throughout the company.
- Assist management team with the development and implementation of business process improvements.
- Responsible for corporate document control systems and management; meet/exceed ISO quality system directives for all corporate functions (Engineering, Operations, Sales and Administration).
- Assist on the execution of internal Quality Audit Process.
- Assist with Supplier Quality Assurance (SQA) and working in collaboration with suppliers regarding Quality.
- Assist on the execution of Supplier Audits.
- Improve Quality System reporting by creating and maintaining near real time dashboards in Power BI.
- Responsible for the administration of the corporate Non-Conformance and Corrective Action processes.
- Assist in administering the internal and external CAPA process.
- Assist in the authoring processes, procedures and other related ISO and Quality System documentation.

Additional duties as required.



Education, Training & Experience

- Minimum (3) years manufacturing experience preferably in a quality assurance role supporting electrical/mechanical assembly operations.
- Strong and current working knowledge of ISO Quality System requirements.
- Previous and proven experience with the maintenance and continuous improvement of business operations / manufacturing quality systems (ISO, Lean, etc.).
- Technical knowledge/experience PCB, HVAC and/or electronics is an asset.
- Experience in Manufacturing Engineering would be considered an asset.

Skills and Competency Requirements

- Strong interpersonal, communication, organizational, process development, training and problem-solving skills.
- Strong customer service and teamwork approach.
- Strong information technology, data analysis, document management skills.
- Strong computer skills (MS Office Suite, SYSPRO, JIRA, Visual Factory etc.).
- Able to read and interpret mechanical drawings and design documentation.
- Exceptional attention to detail.
- Commitment to continuous improvement and resource development.

Application should be forwarded to blakemore.j@greystoneenergy.com