



Quality Assurance Manager-Moncton, NB Canada

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 growing and looking for a motivated and experienced **Quality Assurance Manager** to join our team; working in high volume manufacturing and customer order fulfillment facility located in Moncton, New Brunswick.

Objective & Purpose

- This position is responsible for the leadership, development, implementation, monitoring and continuous improvement of the Corporate Quality Assurance Program; including the maintenance of existing ISO Quality Certification.
- This position is responsible for the management, supervision, direction and professional development of staff in the following functional areas; Returned Materials Administration (RMA), Incoming Inspection, In-process Inspection, Testing/Calibration and Final Product Quality Assurance
- The position is responsible for the management and continuous improvement of document and data management systems (companywide).

Principle Duties & Responsibilities

- Provide leadership and professional management to all Quality Assurance team members; including Quality Inspectors, Tester and Trainers.
- Champion the maintenance and continuous improvement of corporate ISO Certification; including documentation, training and audit functions.
- Champion the maintenance and continuous improvement of all corporate quality system procedures.
- Champion corporate employee training program including documentation, maintenance of records and awareness and competency evaluations to meet/exceed ISO quality system directives; also includes new hire onboarding, skills assessments, periodic evaluations and formal competency testing.
- Provide Quality Assurance leadership and 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 the review, inspection, reporting and disposition of all returned materials (RMA).
- Responsible for corporate document control systems and management; meet/exceed ISO quality system directives for all corporate functions (Engineering, Operations, Sales and Administration).
- Responsible for the management and execution of internal Quality Audit Process.
- Responsible for the review and approval of production workmanship and quality standards
- Responsible for quality system reporting.
- Responsible for the implementation and oversight of the Manufacturing Deviation and Engineering Change Order Process where it impacts Work In Progress (inspection, test and final product quality).
- Responsible for the administration and implementation of the corporate Non-Conformance and Corrective Action processes.
- Responsible for Supplier Quality Assurance (SQA) and working in collaboration with suppliers regarding Quality.

- Responsible for the development of methods to measure, track and report on production and supplier defects.
- Responsible for authoring processes, procedures and other related ISO and Quality System documentation.
- Initiate and/or provide input to Engineering Change Orders (ECO's) to improve quality and manufacturability and/or reduce assembly time and material costs. Lead the identification and execution of ECO effectivity/actions.
- Provide leadership with the implementation, training and continuous advancement of Lean Manufacturing principles and continuous improvement methodologies.
- Assist Design Engineering and Product Management group with certification program requirements and adherence including NIST, CE, UL, CSA, etc.
- Participate as member of corporate management team.
- Participate as leader/senior member of corporate Health & Safety Committee.
- Participate as leader/senior member of Material Review Board (MRB).
- Additional duties as required.

Management

- This position reports to the President & CEO.

Education, Training & Experience

- Bachelor of Engineering Degree and/or recognized Quality Assurance Credentials
- Minimum eight (8) years manufacturing experience preferably in a quality assurance leadership role supporting electrical/mechanical assembly operations.
- Strong and current working knowledge of ISO Quality System requirements.
- Previous and proven experience with the successful implementation, maintenance and continuous improvement of business operations / manufacturing quality systems (ISO, Lean, etc.).
- Knowledge/experience PCB, HVAC and/or electronics preferred.

Skills and Competency Requirements

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

Preference will be given to applicants that can prove a successful track record.

Please provide at least 3 reference names and email addresses of people who are very familiar with your successes. All references will be contacted for successful candidates.

Please submit your detailed resume outlining your recent experiences, including copies of all diplomas, degrees and/or certificates.

Only those who will be considered for the next step of the application process will be contacted

Please send resume to the attention of:

Brian Kent

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