

## Position Title: Quality & EHS Manager

Reports to: Technical Director

Department: Technical

### Position Summary:

To provide direction, oversight and leadership in producing the highest level of quality in a safe working environment. The position will include developing tools to monitor KPIs, implementing new processes, responsibility for maintaining compliance with applicable manufacturing, safety and quality standards.

### Responsibilities:

- Maintain and drive improvements to the existing ISO9001:2015 QMS
  - Management representative in customer and external audits
  - Chair ISO management reviews
  - Conduct internal audits across the QMS
  - Direct and conduct Corrective Actions and Non-Conforming actions as required
  - Drive continual improvement projects and assess effectiveness of actions
  - Develop and track KPIs with input from Management
- Maintain and drive improvements to the existing Safety Policy
  - Ensure compliance with regulatory standards (OSHA, DOT, EPA, etc.)
  - Conduct monthly refresher safety trainings for plant personnel
  - Responsible for ensuring incident investigations are completed in a satisfactory manor
- Manage QC lab and technicians
  - Responsible for maintaining procedures and processes of the QC lab introduced by the Technical Manager
  - Responsible for oversight and training of lab technicians in testing of raw, in-process and finished goods
  - Responsible for maintaining calibration and PM records for lab equipment
- Generate and submit PPAP documentation on customer request
- Oversee on-boarding process of new employees
- Other duties as assigned by General Manager or Technical Director

### Qualifications:

- Bachelor's degree in Quality Management, Chemistry, Polymer Science, or other manufacturing areas. Experience may be considered in lieu of education
- Leadership experience in a quality or manufacturing position is preferred
- ISO9001 Lead auditor certification (willing to provide training for the right candidate)
- Knowledge of Six Sigma
- Proficient computer/software skills – MS Office suite
- Ability to interact well with a variety of personality types
- High degree of attention to detail, self-motivation, and ability to problem solve on the fly

Education:

- Bachelor's degree in quality management, chemistry, material science, or other manufacturing/technical areas
  - Experience may be considered in lieu of education

Compensation:

- Salary – DOE
- 401k (with matching and profit sharing)
- PTO (+ 10 paid holidays)
- Insurance- Medical, Dental, Vision, Life