

Job Opening Summary

Position: Quality Assurance Manager
Department: Inspection
Reports to: Production Manager

General Responsibilities Outline

- Coordinate, prioritize, and schedule jobs within the Inspection Dept to best satisfy scheduled shipping dates and ensure that there is maximum throughput and minimum backlog of jobs to be inspected.
- Manage calibration system for test and measurement equipment.
- Oversee RMA internal and external actions.
- Responsible for test glass and material slab certification.
- Proactively assist production depts with preventive and corrective actions
- Establish and constantly evaluate inspection procedures for improvement.
- Serve as company's quality and ISO liaison, communicating with government inspectors and customers.
- Educate, train, and develop inspectors to maximize their proficiency and knowledge of inspection techniques, as well as the optical fabrication process.
- Educate, train, and develop internal auditors to conduct audits to check for non-conformities and suggestions for improvement.
- Schedule and facilitate quarterly internal audits and annual external audits to ensure the company's adherence to ISO standards.

Qualifications

- Bachelor's degree
- Preferred experience with quality assurance or relevant field
- Preferred experience with ISO auditing
- Proficient with Microsoft Office (excel, word, outlook, etc.)
- Ability to handle multiple tasks with changing priorities and multiple deadlines
- Methodical and detail-oriented
- Organized
- Analytical and effective problem solver
- Effective written and oral communicator
- Self-motivated
- Strong work ethic

Company Profile

Since 1977 PFG Precision Optics has manufactured and coated a wide range of ultra-high precision optics for defense, medical, semiconductor, scientific, and test & measurement fields. Our skilled team of engineers and technicians utilize the latest equipment and tooling to meet our customers' ever-changing needs.

Learn more about PFG Optics: www.pfgoptics.com

Company Benefits

PFG offers a competitive benefits package for our full-time employees, including: paid vacation, paid holidays, medical and dental insurance, life insurance and AD&D, short-term disability, simple IRA with company match, and fitness center reimbursements.