

August 2017

Job Title:	Quality Systems Technician
Reports To:	Engineering Manager

Core Duties/Responsibilities:

- Responsible for the development, implementation and maintenance of the Quality Management System throughout the company, including any business accreditations
- Maintain the Quality Manuals and Quality Procedures
- Analyse current and future procedural needs of the business
- Organise and manage the plant internal audit system and the corrective action reporting system
- Conduct Quality Systems audits and assist in training/guidance to other auditors
- Host external Quality System audits
- Support other functional areas of the business including procurement, business services and design
- Collate quality data for monitoring targets
- Report on Key Performance Indicators (KPIs) in order to adhere to process and prevent occurrence of any non-conformity relating to product, process or system
- Keep up with current and developing manufacturing and engineering trends that concern product quality
- Undertake special projects as required
- Contribute to continuous improvement activities
- Write reports and present progress at project meetings
- Independently determine approach and assigned tasks
- Liaise and communicate with other departments, customers, suppliers and other service providers

Education/Special Skills

- Post-secondary education (Community college or undergrad degree) in Engineering or Manufacturing
- 3 to 5 years experience in similar role with quality engineering experience
- Lean Manufacturing knowledge
- Knowledge/prior experience of TS16949 and ISO9000
- Understanding of ISO14001 and health and safety practices
- Understanding of engineering drawings and manufacturing processes
- Ability to work in a diverse and dynamic environment
- Good time management skills
- Good communication and interpersonal skills
- Ability to present data effectively
- Problem-solving skills
- Team working skills
- Analytical skills
- Ability to work on own initiative

Dashwood offers a very competitive compensation/benefits package.

We thank all applicants; however, only those requested for an interview will be contacted.

Please submit your resume to:

hresources@dashwood.com

Fax to 519-228-2076

Accommodations for job applicants with disabilities are available upon request.