



## **Quality Assistant**

### **JOB DESCRIPTION:**

The focus of this role is to provide a wide range of support to the quality department by promoting and integrating quality into every aspect of PDC. In this role, you will perform a variety of tasks in support of the Quality Management System ensuring compliance with internal procedures and external standards.

### **Key Responsibilities:**

- Maintain all documentation in the Quality Management System
- Responsible for various QA functions, including maintaining calibration, performing internal audits, and facilitating continuous improvement activities
- Ensure all documentation aligns with the Quality Manual and ISO 9001
- Assist and maintain all on-going certifications and various compliance-related documentation with the Safety, Engineering, and Quality Manager
- Provide technical assistance to production on QA/QC issues
- Prepare reports through collecting, analyzing, and summarizing data
- Perform other duties as assigned

### **Organizational Relationships:**

- No immediate supervisory responsibilities
- This position reports directly to the Quality Manager

### **Qualifications:**

- Proficient in Microsoft Office applications
- Must have solid problem-solving skills and interpersonal skills
- Must have effective written and verbal communication skills with positive attitude and professional image
- Must be very detail oriented
- Must have effective planning and organizational skills to meet deadlines with frequent interruptions

### **Education, Experience or Licenses:**

- High School diploma or equivalent required
- Must have valid Driver's License
- Blueprint or GD&T experience preferred
- ISO 9001 experience preferred
- 2+ years of Quality related experience required

### **Job Type:**

- This is an in-person position requiring a 40-hour work week
- Salary position, Monday to Friday, standard business hours

**Benefits:**

- 401(k) and company matching
- Health, Dental, and Vision insurance
- Flexible spending account
- Life insurance
- Paid time off

**Starting Salary:** \$68-73K depending on experience and certifications.

Negotiable for the right candidate

**Job Type:** Full-time

**Work Location:** Home Office - Hartland, WI

**\*If interested, please email us your resume at [pdcbiz@pdcbiz.com](mailto:pdcbiz@pdcbiz.com)**

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