



JOB DESCRIPTION FORM

Job Title: Manager - Quality Assurance / Lean Champion
Department: Quality Assurance
Reports to: Vice President - Operational Excellence
FLSA Status: Exempt Non-Exempt
Pay Group: Hourly Non-Exempt Salary

Job Duties / Responsibilities:

- Manage and ensure all quality initiatives and standards, including ISO 9001:2000, API and ASME are maintained throughout all aspects of operations.
- Manage all regulatory compliance product certification for US, FM, CSA and DOT.
- Manage and participate in the preventive and corrective action processes.
- Develop and utilize metrics to identify, prioritize and implement key process improvements with the QMS.
- Handle all non-conforming material disposition and monthly nonconformance report generation.
- Maintain documentation and communication regarding QMS
- Provide company-wide training relating to the operation of the QMS.
- Perform supervisory duties, such as providing leadership and support to subordinates, conducting performance reviews, and providing necessary feedback to HR and the employee as necessary.
- Perform other related tasks or assignments, as required.

Experience / Skill Requirements:

- 10 years management experience in a manufacturing environment.
- Applied knowledge of ISO 9001:2000.
- Excellent communication skills, both verbal and written as well as strong organizational skills, problem solving and time management skills.

Education Requirements:

- Bachelor's Degree

Work Conditions:

- Office located within manufacturing area. May occasionally travel to customer sites and/or other PGI global manufacturing facilities.

Ruby Burns

5/31/2011

Human Resources

Date