

**Job Opening**

**Position Title: Quality Manager**

**Reports to: VP Operations**

**Who is GM Quartz?**

* GM Quartz is a small quartz machine and glassblowing shop located in Oakland California for more than 45 years. GM Quartz is a family business that focuses on supplying the semiconductor and other industries with specialty quartz products. We consider our employees to be part of a team and therefore we all strive to produce the highest quality products and services to our customers as well as to our team.
* GM Quartz maintains a commitment to excellence and provides our customers the very best quality products to meet or exceed their fabrication requirements. Our priorities and continual improvement efforts are focusing on competitive pricing, on time delivery, highly controlled processes, and workmanship. We have developed a robust quality management system and have been ISO 9001:2015 certified since Sept 2017.

**Position Summary:**

* The position of Quality Manager will be key to GM Quartz continuing its goals of continuous improvement and excellence in customer service and reliability as well as delivering quality products to our customers. The Quality manager will work with top management to ensure that GM Quartz meets and exceeds its goals and maintains its ISO 9001:2015 certifications. This position will also manage the Quality Control team and interface with customers, other production teams and management as necessary.

**Key Responsibilities**

* Responsibility and authority for management of the QMS system:
  + Continual improvement of QMS processes
  + Customer focus and product conformity
  + Reporting & monitoring quality objectives
  + Internal and external communication
  + Release of products and services
  + Internal audit planning and management
  + Nonconformity and corrective action management
  + External audits and certification management
  + Training for QMS to staff and operations
  + Performance Metrics for the QMS
  + Management review meeting coordinator
  + Document Control management
  + Change Control management
  + Needs of interested parties & their Regulatory and Statutory Requirements
* Responsible for Reporting to Top Management for all areas of the QMS
* Understanding of GM Quartz Regulatory and Statutory Requirements
* Understanding of Corporate Social Responsibilities
* Manage the Quality Control Team:
  + Supervise quality control staff of 3
  + Manage the inspection of material and parts to ensure adherence to established quality standards
  + Recommend new or improved quality control methods, procedures and/or standards
  + Interface with customers, production teams and management
  + Manage the calibration system of metrology tools across production

**Requirements:**

* Excellent understanding of the ISO9001:2015 Standards
* Familiar with SPC systems and implementation
* FMEA Leadership
* Familiar with structured problem-solving techniques
* DRB/MRB Leadership
* Experience with supplier quality management
* Strong written and verbal communication skills
* Self-starter ability to work independently as well as being a team player
* Confidence to work directly with top management and customers
* Bachelor's degree or equivalent working experience
* Strong understanding of Geometric Dimensioning and Tolerancing
* Ability to read and interpret engineering level mechanical drawings
* 5 years minimum experience working with QMS and ISO 9001:2015
* Supervisory experience a plus
* Computer literate, ability to work with Microsoft 365 office products
* Manufacturing environment experience preferred
* Experience with programming or using automated CMM a plus (PC-DMIS)
* Experience with training others
* Detail oriented
* Exhibits confidence and tenacity to get the job done
* Ability to independently drive tasks and follow through to completion
* Motivator