



# BOULEVARD MACHINE & GEAR

AS9100 AND ISO 9001:2000 CERTIFIED

## QUALITY DOCUMENTATION SPECIALIST Springfield, MA

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Assist Quality Assurance Manager as a Quality Systems Department and Process Liaison for operational areas. Help to provide education and guidance for Quality Systems processes, quality assurance activities, and compliance with applicable regulations and standards. Assists in development new hires and ongoing Quality Systems training (ISO 9001, AS9100...)

### RESPONSIBILITIES:

- Work with Quality Manager as a Quality Systems Specialist.
- Worked with or been part of Quality Systems processes, quality assurance activities, and compliance with applicable regulations and standards.
- Hands on experience with ISO 9000 or other registration audits.
- Assists Manager of Quality Systems and operational areas with quality process database development and quality data analysis.
- Have history of working with Document Management system for Quality Systems documents and records, and controls the system to be compliant with current, applicable regulations and standards (i.e. FAA, AS9100).
- Assist in reviews and audit procedures for compliance with applicable regulatory requirements and standards.
- Partners with operational departments on technical writing and maintains approvals of QMS documents (i.e. procedures, work instructions)
- Assist Quality Manager in the development of a system to document completion of required training (i.e. FAA, ISO9001, AS9100), and controls the system to be compliant with current, applicable regulations and standards (i.e. FAA, AS9100).
- Assists Manager of Quality Systems and operational areas with internal and external audits.
- Review audits of current and potential suppliers and works with Inspection and Purchasing departments to effectively manage the Approved Supplier List.
- Help to investigate potential quality and regulatory compliance issues.
- Verify implementation and effectiveness of corrective and preventive action plans
- A contributing member of the Continuous Improvement (Corrective/Preventive Action) Team
- Assist Quality Manager in performing internal Quality System and quality assurance audits to ensure continued compliance with applicable regulations and standards

### EXPERIENCE/EDUCATION

Minimum 3 years machining industry experience with a quality role in ISO Quality Systems environment.

- Experience with ISO 9001 and/or AS9100 preferred.
- Auditing! Experience or certification (i.e. internal, supplier) a plus.
- Experience with machining and or metallurgist background a plus.
- Requires solid verbal communication skills, strong technical writing skills, conflict resolution skills, understanding of industry quality standards.
- Requires knowledge of Microsoft Word and Excel.

If you are interested, please contact us by phone (413) 788-6466 or email your resume to [skasa@boulevardmachine.com](mailto:skasa@boulevardmachine.com).